

Yachats Librarian Position Description

April 2022

Overview

The City of Yachats has an active, long-serving library program utilized by residents and visitors alike. Originally founded in 1930 as a lending library, Yachats library programs have evolved and thrived under the leadership and service of volunteers, funded through community resources, private endowments and grants. The library has progressed to the present status of planning for both building and program expansions.

Coinciding with the library's future planning, the State of Oregon now requires the hiring of a professional librarian in order for Yachats Library to retain legal status as a public library. Ideally, this position would start out as a quarter-time position, with possible options of combining the librarian role with another part-time civic position within Yachats or nearby communities. The City of Yachats is committed to equal opportunity, diversity and non-discrimination in hiring practices and respectful treatment in the workplace.

The priorities of this position would include; administrative and organizational oversight of library programs, services, managerial and operational responsibilities, adherence to Yachats Library's operational processes and policies, reporting to the Yachats City Manager, and building and maintaining positive partnerships with relevant civic associates and members of the public.

Position Duties and Responsibilities

- Recruitment, selection, training and supervision of library volunteers, including volunteer scheduling and ongoing team building.
- Oversight and administration of current Yachats Library operational practices, policies and procedures, including patronage and collections. This role includes compilation and reporting of state-required library data and statistics.
- Tracking of usage and effectiveness of library programs, services and IT needs.
- Development of library program budget, including short and long-term goals for programs and services in alignment with the library's mission and budget.
- Maintain knowledge of current library trends and developments across public library systems, including technological advances and patron-driven requirements.
- Management, tracking, organization and maintenance of library inventory, equipment and supplies. Duties require accurate knowledge of specifications, vendors and governing protocols for larger purchase orders.
- Ongoing attention to physical library facility, grounds and building maintenance needs, reporting any noted repair or replacement issues to appropriate parties.
- Demonstrate open communication, ongoing reporting and information sharing with the Yachats Library Commission, with routine updates provided to the Yachats City Manager, and maintaining a positive community presence. As needed, this may include service and collaboration with library partners and professional committee endeavors that serve to advance the Yachats Library and its value to the community.

- Provide professional insight into library developments, projects and progressive practices.
- Actively participate with grant applications, administration and stewardship of library endowments.

Minimum Qualifications

- Bachelor's Degree, preferably in Library Science from an ALA-accredited institution, plus (5) years' experience as a librarian in a public library setting.
 - Added value will be applied to candidates with Bachelor's or Master's Degree in Library Science or those with three (3) to five (5) years of actual supervisory experience.

Minimum Qualifications (continued)

- Other combinations of education and experience may be given consideration if the applicant demonstrates evidence of transferrable knowledge and skill sets.
- The selected candidate must be willing to maintain a physical presence in the Yachats area, even if the individual is not a Yachats resident or is unable to relocate to the area.

Required Knowledge, Skills and Proficiencies

- Comprehensive knowledge and experience with library sciences, principles and practices of library management, and alignment with ALA mission and goals for public library institutions.
- High-level oral and written communication skills - ability to convey and clarify information and policies to library staff and peers, pertinent authorities, professional experts, and the general public.
- Proficiency in computer operations; use of relevant library software programs, including word-processing and financial software systems, and library-level internet research.
- Effective organizational and time-management skills, efficiency in meeting deadlines, with capacity to appropriately discern what tasks should be personally achieved and which ones can be reliably delegated.
- Ability to address and resolve problem issues or matters of conflict with affirmative and non-inflammatory communication skills.
- Practices active listening and welcomes new information and recommendations from all sources. Similarly, interactions that call for disagreement or denying requests are performed with respect and dignity towards the individual advocate or interested coalition.

Physical Working Conditions

- Competent to perform duties and interactions in an office environment, subject to background noise and unscheduled interruptions.
- Ability to travel for work-related meetings, errands and events.
- Ability to move or lift materials up to 25 pounds.

- Ability to stand, sit, walk, kneel, bend, crawl, climb or reach necessary heights as needed when filing and organizing library books and printed matter, audio-visual media and technical equipment.
- Vision and hear at or correctible to accepted standard “normal” ranges.
- Requested reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Salary

Salary will be determined by the selected candidate’s experience and in alignment with salary ranges for Oregon librarians.

Interested applicants may submit a letter of application and resume to:

City of Yachats
ATTN: Neal Morphis
PO Box 345
Yachats, OR 97498