

Yachats Library Administrator Job Announcement August 2022

Overview

The City of Yachats' Library was originally founded in 1930 as a lending library, and has evolved and thrived under the leadership of volunteers to the present status of planning building and program expansions.

Part of those plans requires the hiring of a Library Manager to maintain its' status as a public library. This position will start as a quarter to half-time position, with flexible hours. The City of Yachats is committed to equal opportunity, diversity and non-discrimination in hiring practices and respectful treatment in the workplace.

The primary duties of this position will be primarily administrative oversight of Library programs, service and general responsibilities. This position reports to the Yachats City Manager.

Duties will include:

- Recruitment, training and management library volunteers, including scheduling.
- Administration of Yachats Library operations, policies and procedures, and compiling state-required data and statistics.
- Tracking patron usage of library programs, services and IT needs.
- Assist in development of budgets.
- Reporting to the Library Commission, the City Manager and maintaining a positive community presence.

Minimum Qualifications

- While a Bachelor's Degree is desired, serious consideration will be given to experience and education in other fields.
- Candidates should preferably be from greater Yachats/Lincoln County area.

Desired knowledge and skills

- Knowledge of Library management or applicable experience in administrative skills.
- Good oral and written communication skills.
- Working knowledge of computer operations.
- An ability to delegate successfully.
- Ability to resolve issues, listen well and welcome new ideas, and also be able to deny or disagree respectfully.

Physical conditions

- Competent to perform duties in an office environment.
- Ability to move or lift up to 25 lbs.
- Physically able to perform normal library actions.
- Requested accommodations may be made for qualified individuals with disabilities to perform the functions of this position.

Salary

Salary will be determined by the selected candidate's experience and in alignment with salary ranges for similar duties.

Interested applicants should submit a letter of application and resume as follows.

Note - Please be certain to list ***RE: Yachats Librarian Application*** in the subject line of your letter of application:

Via email: citycoordinator@yachatsmail.org

Please write ***Yachats Librarian Application*** in the subject line of the email

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

The deadline for submissions is August 15, 2022 or until the position is filled.