

The Dalles-Wasco County Library  
Assistant Library Director

Salary: \$38,986.70 - \$47,948.72 annually plus benefits

Closing Date: Tuesday, November 22, 2016 at 5 p.m.

The Dalles-Wasco County Library has an opening for a patron-facing Assistant Library Director with proven leadership qualities and strong interpersonal skills. Assists Library Director in the management, supervision, and administration of the library to provide maximum service to library patrons in accordance with library policy. Assumes the Librarian-in-Charge role as required. Works in an environment within the library's building with occasional travel related to community engagement and professional development. Because of the administrative nature of this position, it is an exempt position. This is a full-time position, requiring flexibility in scheduling, as some programs require evening and weekend hours. The Dalles is located in the Columbia River Gorge National Scenic Area about one hour and twenty minutes east of Portland, Oregon.

**QUALIFICATIONS:** Any combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge, skills and abilities would be:

**Education:** Graduation from an accredited institution with a bachelor's degree and relevant library experience, or any satisfactory combination of education and experience to successfully perform the duties of the job. Master's Degree in Library Science preferred. Recent MLS graduates are encouraged to apply.

**Experience:** Background in programming and outreach. Knowledge and experience in the reading/learning habits of people, providing reference/reader's advisory services, and a strong familiarity with technology/social media. Spanish language skills are a plus.

**To Apply:** Applications must be submitted on City of The Dalles application forms along with a resume and a letter that clearly identifies the applicant's qualifications and experience, to the Human Resources Director at 313 Court Street, The Dalles, OR 97058. A release and waiver form must also be returned with the application. Forms can be located on the city website or by calling the Human Resources Director at 541-296-5481 Ext. 4448. Emailed applications will be accepted at [dhunter@ci.the-dalles.or.us](mailto:dhunter@ci.the-dalles.or.us) no later than 5:00 p.m. on Monday, November 14, 2016.



## CITY of THE DALLES

313 COURT STREET  
THE DALLES, OREGON 97058

(541) 296-5481  
FAX (541) 296-6906

### POSITION DESCRIPTION

- TITLE:** Assistant Library Director
- DEPARTMENT:** Wasco County/The Dalles Library
- REPORTS TO:** Library Director
- SUPERVISES:** Children's Librarian, Teen Librarian, Library Assistants, pages and volunteers

**DEFINITION:** Assists Library Director in the management, supervision, and administration of the library to provide maximum service to library patrons in accordance with library policy. Assumes the Librarian-in-Charge role as required. Works in an environment within the library's building with occasional travel related to community engagement and professional development. Because of the administrative nature of this position, it is an exempt position. This is a full-time position, requiring flexibility in scheduling, as some programs require evening and weekend hours.

### ESSENTIAL JOB FUNCTIONS:

- Provide high quality service to customers of all ages and abilities.
- Responsible for effective administration of Youth Services, Adult Services, Cataloging and Circulation Departments within the library's overall priorities.
- Rotate displays, offer reference services, reader's advisory, guidance in locating and choosing materials, and instruction on the use of the library and its resources to customers of all ages and abilities.
- Help to develop diverse collections of print and non-print materials to meet the needs of the community.
- Promote an interest in reading and learning through the use of the public library.
- Offer an extensive range of programs to meet the informational, recreational, cultural and educational needs of youth, teens, adults and families.
- Build and maintain community partnerships by working with individuals, schools, groups, agencies, public officials and other libraries in the community to provide a diverse range of services for families, contribute leadership within the community, and promote libraries and their services.
- Act as a liaison with other library systems.
- Supervise the cataloging of materials.
- Seek out and assist in writing grants to improve library services.
- Staff the Circulation Desk as needed.
- Act as the Librarian-in-Charge or Acting Director as needed.
- Compile statistical data on various areas of service.
- Responsible for creating staff schedule.
- Supervise and train volunteers and new employees.
- Advise the Library Director on policy and procedural issues.

- Assume responsibilities in other departments within the Library as needed.
- Accept other duties as assigned by the Library Director.

**OTHER QUALIFICATIONS:**

- Analytical skills: identify alternative courses of action before selecting one.
- Problem solving skills: develop solutions to problems with a recommended course of action.
- Planning and organizational skills: develop and implement a long range plan for different library departments and the library as a whole.
- Communication skills: communicate effectively in both oral and written forms.
- Reading ability: effectively read and understand information contained in memorandums, reports, bulletins, budgets, etc.
- Independent thinking: decision making without direct supervision.
- Mathematical ability: understanding of basic mathematics.
- Time management: ability to set priorities to meet assigned deadlines; ability to balance many demands and maintain a positive public service attitude.
- Ability to comprehend instructions: understand instructions from supervisor in both oral and written forms.
- Pride in keeping up with current technology trends and not hesitating to use them.
- Proven leadership qualities, strong interpersonal skills, demonstrated success in programming, and a collaborative mindset.
- Ability to maintain a positive public service attitude and instill the same in other library staff.

**WORKING CONDITIONS:**

- Sitting, standing, walking, climbing and stooping.
- Bending, twisting and reaching.
- Talking and hearing; use of a telephone.
- Fingering: keyboarding, writing, filing, and sorting.
- Lifting, carrying: 30 pounds or less.
- Pushing, pulling: objects weighing 60-80 pounds on wheels.
- Mobility: travel to meetings outside the library.

**QUALIFICATIONS:** Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge, skills and abilities would be:

Education: Graduation from an accredited institution with a bachelor’s degree and at least two years relevant library experience required, or any satisfactory combination of education and experience to successfully perform the duties of the job. Master’s Degree in Library or Information Science preferred.

Experience: Knowledge and experience in youth, teen, and adult services.  
 Knowledge and experience in the reading, viewing and learning habits of library users of all ages.  
 Knowledge and experience in reference and reader’s advisory.  
 Knowledge and experience with technology and social media.

Training: Keyboarding, computers/technology, copy/fax machine, and multi-line telephones.

**LICENSES OR CERTIFICATES:** Valid Driver’s License