

## Library Director

**Opening Date:** April 10, 2019  
**Salary Range:** \$7,655 - \$9,314/month  
**Closing Date:** Open until filled

**First Round of Interviews June 2019**

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### **NATURE OF POSITION**

Lead, plan, direct, coordinate and supervise the development and operation of the City's Public Library. Develop and manage annual and long-term budgets. These tasks are illustrative only and may include other related duties.

### **SUPERVISION RECEIVED**

General direction and oversight is provided by the City Manager.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Employees of the City of Walla Walla are expected to model and foster the City's core values:  
**Customer Focus - Excellence – Stewardship - Communication - Leadership - Integrity**
2. Oversee Library activities and focus to support the City's strategic plan.
3. Develop and administer policies and procedures for review and adaption by the Library Board; assess library needs and develop mission statements and objectives; prepare annual program objectives.
4. Perform personnel duties such as selection, discipline, evaluation of performance, and discharge of employees. Supervise full- and part-time employees and volunteers. Schedule, coordinate, and assign workflow; establish performance standards and counsel employees as appropriate. Develop processes that involve employees in decision making. Provide career development opportunities for staff.
5. Create and implement new programs to meet the City's changing needs. Identify and develop partnerships for the advancement of Library services and Library programs both short-term and long-term.
6. Collaborate with co-workers, Library Board members and the public to coordinate activities and programs.
7. Prepare the annual budget for library services for presentation to the Library Board and City Manager; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
8. Respond to patron complaints, concerns, and issues.
9. Serve as Secretary to the Library Board; develop agendas and attend meetings; maintain Board files including official Minute Book, Policy Manual and correspondence; place notices of meetings; make policy recommendations.
10. Acts as the Library and/or City representative to local, county, and state boards and commissions. Facilitates and supports various advisory boards and committees, City Council, staff and community groups.
11. Serve as a member of the City's Leadership Team, participating in the City's strategic planning efforts and addressing City-wide policy and management issues.

12. Participates as a member of the City's Continuity of Operations Plan (COOP) team, participates in emergencies, exercises and training.
13. Provide technical expertise to plan and implement acquisition and installation of automated systems and major upgrades.
14. Assure that physical plant and grounds are well maintained and in proper repair and that all necessary maintenance, preventive maintenance and custodial services are properly and timely performed.

**OTHER JOB FUNCTIONS**

1. Demonstrate punctual, regular and reliable attendance which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of basic principles of library administration and philosophy of library service, public services and collection development, federal, state and local laws, rules and regulations related to assigned activities.
- Knowledge of marketing and fund-raising principles, and ability to lead marketing and fund-raising efforts.
- Excellent supervisory skills with both paid staff and volunteers. Ability to hold employees and supervisors accountable for personal goals and contributions towards organizational objectives and values. Ability to motivate staff and to delegate, supervise and review the work of staff.
- Excellent leadership, interpersonal, judgment, and organizational skills. Ability to maintain and promote effective working relationships with coworkers, the public, elected officials, news media, civic groups and other agencies.
- Excellent oral and written communication skills and the ability to speak effectively to a variety of audiences.
- Familiarity with group processes and ability to facilitate groups to accomplish tasks and resolve issues.
- Analyze situations accurately; demonstrate superior collaboration skills; appropriately define alternate solutions; resolve conflicts and create productive partnerships with stakeholders.
- Learn City organizational and operational objectives including applicable laws, codes, regulations, policies and procedures including relevant health and safety protocols.
- Demonstrate understanding of principles and methods for effective project management.
- Knowledge of accounting principles for budget preparation, control and fiscal accountability.
- Knowledge of library technical processes related to the acquisition, cataloging, classification and circulation of library materials.

**TOOLS AND EQUIPMENT USED**

Bibliographic database searching techniques utilizing computers, programs and the Internet. Automated library computer systems; modern office equipment including Microsoft Office 365; other technology and media equipment available to patrons and used in the Library and media lab.

**PHYSICAL DEMANDS**

Sitting and standing for extended periods of time; seeing, hearing and speaking to exchange information; climbing ladders; repetitive hand movements; intermittently walk, kneel down, stoop, bend at the waist, reach overhead, above the shoulders and horizontally; lift up to 20 pounds.

**WORK ENVIRONMENT**

Office environment; exposure to constant interruptions; call out at night and on weekends for emergencies.

**REQUIRED MINIMUM QUALIFICATIONS**

Master's degree in Library and Information Science and five years increasingly responsible professional experience including at least three years supervisory experience. State of Washington Librarian Certificate; state driver's license.

**DESIRED QUALIFICATIONS**

Bilingual in Spanish.

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**APPLICATION AND SELECTION PROCEDURE:**

A completed City application and resume are required to apply. Applications may be found on the Human Resources page of the City of Walla Walla website: <https://wallawallawa.gov>.

Applicants whose experience most closely meets the requirements of the position will be invited to continue in the selection process which will consist of an oral panel interview, reference inquiries and may include a criminal background check and consumer report. The incumbent will serve a six-month trial service period. Completed application packages can be mailed to:

**CITY OF WALLA WALLA-HR**

**15 N. Third Avenue**

**Walla Walla, WA 99362**

Email to [hr@wallawallawa.gov](mailto:hr@wallawallawa.gov) or faxed to (509) 524-7935.

**REASONABLE ACCOMMODATION:** The City of Walla Walla will provide reasonable accommodation to handicapped applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

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***NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.***

***EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT EMPLOYER  
THE CITY OF WALLA WALLA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN,  
GENDER, SEXUAL ORIENTATION, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF  
SERVICES.***

***MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.***