



City of Umatilla

LIBRARY DIRECTOR

The City of Umatilla is recruiting for a Library Director. This position requires a Master's degree in library science from an ALA accredited school, and five years of progressively more responsible professional library experience, including at least three years of supervisory experience. The position also requires demonstrated experience in information technology and automated library services. Must have a valid driver's license or have ability to acquire. Must pass a background check. Salary is \$53,568-\$68,340/year DOQ. City is asking applicants to turn in a cover letter, resume and city application. Information and job description can be found on City of Umatilla's website www.umatilla-city.org. Complete packets can be mailed to City of Umatilla, PO Box 130, 700 6th St., Umatilla, OR 97882 or turned in directly to the Finance & Administrative Services Director. Open until filled, first review August 6, 2021. EOE/AA.



City of Umatilla

Job Title:	Library Director	Job Category:	Non-Union; Non-Exempt
Department/ Group:	Finance & Administrative Services	Pay Grade:	E Resolution No. 43-2021
Location:	City Hall	Reports to:	Finance & Administrative Services Director
HR Contact:	Finance & Administrative Services Director	Position Type:	Full Time
Supervision:	Received: Works under the direction of the Finance & Administrative Services Director. Exercised: Library Aides (full and part time)		
Minimum Qualifications:			
<ul style="list-style-type: none"> Master's degree in library science from an ALA accredited school, and five years of progressively more responsible professional library experience, including at least three years of supervisory experience. Demonstrated experience in information technology and automated library services. Demonstrated financial management skills. Must pass a background check and have a valid driver's license. 			
Job Description			
GENERAL PURPOSE			
The Library Director plans, directs and administers the day-to-day operations of the library, including supervision of library staff, coordination of library programs, fiscal management and community outreach.			
ESSENTIAL DUTIES AND RESPONSIBILITIES			
GENERAL ADMINISTRATION AND MANAGEMENT:			
<ul style="list-style-type: none"> Researches, evaluates, and develops and recommends programs, techniques and procedures to improve the services and effectiveness of the library. Prepares and submits annual budget request to the Finance & Administrative Services Director in a timely manner and directs and monitors revenues and expenditures. Employs management techniques effective in directing, planning, organizing, staffing, coordinating, budgeting and evaluating the library's operation. Demonstrates leadership within the organization. Takes initiative, solves problems, effects change through the action of others, and encourages the development of other staff through a positive work environment. Prepares semi-annual reports to the City Council on library operations and programming. 			

- Prepares grant applications to increase revenue for library programs and materials; researches and seeks other funding support for library.

PLANNING, ORGANIZATION AND EVALUATION

- Plans, organizes, coordinates, and directs a balanced program of library services to meet the immediate and long-range goals of the library, City Council and community.
- Identifies the effectiveness of library services in relation to the changing needs of the community.
- Investigates new trends and specific library programs and facilitates testing of new techniques, materials, and equipment to improve the operation of the library.

PERSONNEL MANAGEMENT

- Defines expectations for staff performance and sets goals for service and programming.
- Supervises planning for optimum utilization of personnel.
- Encourages staff education and professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities.
- Ensures that staff performance appraisals are done on a regular schedule.
- Coordinates library scheduling, including reviewing time off requests.

COMMUNITY AND PROFESSIONAL DEVELOPMENT

- Represents the library and speaks before community, civic and other groups regarding the objectives and activities of the library.
- Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public.
- Serves as a model to staff in the sense of professionalism, demonstrating strong ethics and keeping informed through professional literature.
- Attends professional and other meetings to maintain contact with other library agencies.
- Participates in professional development opportunities to enhance managerial skills and maintains and awareness of new trends and developments in the library field.

This list is illustrative only and not intended to specify every duty and job responsibility.

PREFERRED SKILLS

ABILITY TO:

- Motivate, establish and maintain effective working relationships with staff, volunteers, donors, other community agencies, governmental bodies and the general public.
- Think analytically.
- Present ideas clearly and concisely in written and oral form.
- Interpret community needs and interests.
- Recognize and adapt to the change in library trends, including the impact of information technology advancement.

TOOLS AND EQUIPMENT

Use of computer and sophisticated software systems for library management and programming, multi-line phone, fax, copier and other basic-to-advanced office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, kneel, balance, crouch, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 40 pounds on a regular basis, manual dexterity and coordination are required more than 50% of the work period while operating equipment such as a computer keyboard, a telephone, fax, calculator, and other similar office machines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working environment. This role routinely uses standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines. The noise level in the work environment is typical of most open office environments. Overtime is required on an as-needed basis with occasional-to-frequent work on nights and weekends.

Reviewed By:	David Stockdale, City Manager	Date:	July 20, 2021
Approved By:	David Stockdale, City Manager	Date:	July 20, 2021
Last Updated By:	Melissa Ince, Finance & Administrative Services Director	Date/Time:	July 20, 2021

David Stockdale
City Manager

CITY OF UMATILLA



APPLICATION FOR EMPLOYMENT

D I S C L A I M E R

The City of Umatilla is committed to providing an equal opportunity for all individuals who are seeking employment. The objective of the City of Umatilla is to select the most qualified individuals for the job. We encourage you to provide us with complete and accurate information that demonstrates your qualifications to perform the duties of the job you are applying. Please turn in this application, resume, and references together.

Any applicant with a disability who needs reasonable accommodation in any step of the hiring process may request assistance to demonstrate his or her qualification to perform the duties of the job for which the applicant is applying. The applicant who needs reasonable accommodation for disability should inform the City Manager at P.O Box 130, Umatilla, OR 97882 or call (541) 922-3226.

You must complete all of the inquiries on the application accurately and truthfully. Any incomplete applications will be rejected. If you believe the question or information sought is not applicable, put "N/A" for a response in the space provided. If you report false or inaccurate information, we will reject your applications or terminate your employment if we discover false or inaccurate information after the date of hire.

P E R S O N A L	Last Name First MI		Date
	Street Address		Home/Mobile Telephone
	City, State Zip		Business Telephone
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and year _____		Social Security #
	Position Desired		Expected Salary
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____		Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States?		When will you be available to begin work? _____

E D U C A T I O N	School	Name and Location of School	Course of Study	No. of years completed	Did you Graduate?	Degree or Diploma
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business/Trade Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

ADDITIONAL INFORMATION

Clinical experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous.

PREVIOUS EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

1	Company Name	Telephone
	Address	()
	Name of Supervisor	Employed – (Month and year)
	Job Title and Work Description	From To
		Pay
		Start Last
		Reason for Leaving
2	Company Name	Telephone
	Address	()
	Name of Supervisor	Employed – (Month and year)
	Job Title and Work Description	From To
		Pay
		Start Last
		Reason for Leaving
3	Company Name	Telephone
	Address	()
	Name of Supervisor	Employed – (Month and year)
	Job Title and Work Description	From To
		Pay
		Start Last
		Reason for Leaving
4	Company Name	Telephone
	Address	()
	Name of Supervisor	Employed – (Month and year)
	Job Title and Work Description	From To
		Pay
		Start Last
		Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer Number(s) _____ Reason _____

V E T E R A N	<p>This is a voluntary question; however if you are interested in consideration as a veteran, under Oregon's veterans' preference hiring law, we need to know if you qualify. More information about this law, is available by going to BOLI's FAQ: www.oregon.gov/boli/TA/pages/t_faq_veterans_preference_2012.aspx For purposes of veteran's preference hiring, a veteran defined as: a person who served 178 days or less, but were discharged or released under honorable conditions because of service-connected disability (or who have a disability rating from VA), or who served at least one day in a combat zone and were discharged or released under honorable conditions. Finally, the veterans' preference law applies to veterans who received combat or campaign ribbon or an expeditionary medal for service in the U.S. armed forces and were discharged or released under honorable conditions.</p> <p>I meet this definition of a veteran and I am asking for veterans' preference consideration: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>This is a voluntary question; however, if you are interested in consideration as a disabled veterans, under Oregon's veterans' preference for hiring law, we need to know if you qualify. More information about this law, is available by going to BOLI's FAQ: www.oregon.gov/boli/TA/pages/t_faq_veterans_preference_2012.aspx For purposes of veterans' preference hiring, a disabled veteran is a person who has a disability rating through the U.S. Department of Veterans Affairs, one whose discharge or release was for a disability incurred or aggravated in the line of duty, or a recipient of the Purple Heart for wounds received in combat.</p> <p>I meet this definition of a Disabled Veteran and I am asking for veterans' preference consideration: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

A C K N O W L E D G M E N T S I G N A T U R E	<p>I understand the purpose of this application form is to give me the opportunity to provide the City with information about my skills, experience, abilities, and other personal attributes that meet the qualifications requirements for the job position that is available. I understand that it is in my best interest to be thorough, accurate, and descriptive in providing this information. I also understand that a number of interviews maybe required for consideration beyond the application form.</p>
	<p>In submitting this application for employment, I understand that the City will investigate the information that I provided. If the City selects me for an interview, I understand that the City will require me to provide the City with a release and waiver form so that the City may contact a representative for each former employer, educational institution, and/or personal reference that I list on the application form or provide in an interview.</p>
	<p>I understand that part of the application process at the City of Umatilla includes a controlled substance exam. I understand that if the City considers me for employment then the City will request a signed consent and waiver before I take the exam. I understand that if I refuse to sign the form or if my results are presumptively positive, then the City will not consider me for employment.</p>
	<p>I understand that if the City of Umatilla offers me employment, I will complete a Form I-9 before I commence work provide the City with proper documentation that proves I am authorized to work in the United States. I understand that if I do not provide the City with proper documentation I will no longer qualify for an employment opportunity. I understand that I may obtain information about the documentation by contacting the City's Human Resource Department at P.O Box 130, Umatilla, OR 97882 or call (541) 922-3226. I can also contact the United States Citizenship and Immigration Services at 1-800-255-7688 or by visiting the website www.justice.gov/crt/about/osc</p>
	<p>The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I acknowledge that the City will verify accuracy and completeness of the information I have provided and I authorize each employer, school, or person I have named to provide information regarding my employment education, character, and qualifications, and release each employer, school, or person from all liabilities for any damages that may result from furnishing information to the City. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.</p>
	<p>I, hereby authorize the City of Umatilla to make an investigation of my personal employment history and education. I understand that these investigations will include information of public record, which could include DMV records; civil and criminal courts; and other records as may be appropriate. If a report is obtained, the City must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.</p>
<p>I, hereby fully waive any rights or claims I have or may have against all current and/or former employers and their agents, employees, and representatives, as well as any damages that may directly or indirectly result from the use of the disclosure, or release of any information by any person or party whether such information is favorable or unfavorable of me. I, further waive any claim against the City and any outside agency utilized by the City as a result of any information, which is obtained in this investigation.</p>	
<p>_____</p> <p style="text-align: center;">Date</p>	<p>_____</p> <p style="text-align: center;">Signature</p>