

JOB ANNOUNCEMENT

Job Title: **LIBRARIAN**
Hours Worked: 100 hrs Monthly
Pay Rate: \$18-\$21 DOQ

Location: Lyons Public Library
284 8th St, Lyons, OR
Application Deadline: 7/15/22, 4pm

Obtain Applications at:
Lyons City Hall
449 5th St, Lyons OR 97358
Online: www.cityoflyons.org

Submit applications to:
Lyons City Hall
449 5th St, Lyons OR 97358
cityoflyons@wavecable.com

Need more information? Contact Brenda at (503)859-2366 library@cityoflyons.org

JOB DESCRIPTION

General Statement of Duties: Under direction of the City Manager, implements policy as established by the Lyons City Council and Lyons Public Library Board. Administers, plans, and directs the overall operations and functions of the library, including a variety of administrative and supervisory work in planning, organizing, and implementing the programs and services of the library system.

Supervision Received: Work is performed under the direct supervision of the City Manager, and the general direction of the Lyons City Council and the Lyons Public Library Board.

Supervision Exercised: Exercises a.) fiscal supervision over the library budget including expense control; and b.) full supervision over library personnel and library volunteers.

Principal Duties and Responsibilities:

1. Exercises supervision over the library budget and expenses, plus full supervision over library personnel and volunteers.
2. Attends all Library Board meetings as secretary of the Library Board; keeps minutes and correspondence as needed. Prepares proposals & recommendations from the Library Board and attends City Council meetings when necessary to present Library Board recommendations.
3. Promotes the library to homebound and physically challenged patrons, schools and local businesses and community leaders.
4. Attends meetings and trainings (*as a representative of the Lyons Public Library*) at Chemeketa Cooperative Regional Library Service, the Oregon Library Association, and the Oregon State Library.
5. Assists library patrons seeking information or making use of the library facilities, checks materials in and out, issues renewals and holding of materials on request, answer questions, assisting with research and referrals as needed, registers patrons and collects fines and fees when applicable.
6. Acquires, classifies, catalogs, and maintains library equipment and materials, weeds the collection to maintain integrity, and updates information by discarding and replacing materials as needed within budgetary constraints.
7. Maintains records of library funds; prepares and submits the annual state report.

8. Maintains knowledge of grant programs available; prepares and administer grants where applicable.
9. Prepares correspondence on varied public library issues. Prepares, or supervises the preparation of, informative and promotional materials for publication.

Knowledge, Skills, and Abilities: Knowledge of: principles and practices of modern library systems and programs; library collection classification and selection techniques; equipment and facilities required in a comprehensive library system; community library needs and resources; the practices and principles of office management; employee work organization and supervision; good computer skills and the ability to assist others; ability to coordinate and utilize a variety of reports and records, including budget preparation; ability to communicate effectively, verbally and in writing; and the ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

Physical Demands: While performing the duties of this job, the employee is frequently required to walk, sit, talk, and listen. The employee will be required to use hands to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee occasionally will be required to climb, balance, stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close and distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Hours: The Librarian position is a regular full-time position, 1200-hours annually. The Librarian is responsible for scheduling library employee hours. This position is eligible for benefits.