

CITY OF SUTHERLIN
Job Description
LIBRARY OPERATIONS MANAGER

DEPARTMENT: City Manager

REPORTS TO: Assistant City Manager/Library Director

CHARACTERISTICS OF THE CLASS: Contracted Temporary Part-Time

This position exists to provide administrative, technical and managerial support necessary for sustaining day-to-day library operations. This is a new position in which the essential duties may fluctuate as the co-equal partnership with the Sutherlin School District, over time, reveals needed modification for the betterment of Library Operations and the partnership. The Library Operations Manager (LOM) will work in partnership with the assigned Sutherlin School District Liaison in which this position shall be responsible for all volunteer coordination and will report to the LOM in this partnership. Again, this is a newly created managerial and administrative support position in which some specific duties will be developed and assigned over a period of time as currently unknown circumstances and opportunities arise and as the workload is confirmed.

SUPERVISION RECEIVED:

Works under the supervision of the ACM/Library Director who assigns non-routine tasks and reviews work for conformance to applicable policies and procedures through observation of work methods and completed tasks. Note: It is not the intent of this description to list every task involved in this position. Those duties listed are intended only as illustrations of the various types of work that may be performed; omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTION TASK STATEMENTS/DUTIES AT THIS TIME:

1. Acts as a Manager in overseeing all facets of library operations to include planning, managing and coordinating the daily activities necessary in sustaining a high level of service. To include responding to all patron and volunteer questions and troubleshooting problems as they occur.
2. Provides coordination and oversight of the Sutherlin School District Co-Partner in volunteer coordination and ensures the system of volunteer coordination is operating efficiently. This also includes ensuring the proper vetting and ongoing training of volunteers.
3. In this "co-partnering" the two positions shall work together to coordinate, train and schedule library volunteers as needed to sustain effective citizen service.
4. Serves as the Chief of Staff to the Library Advisory Board through the ACM/Library Director.
5. Prepares agendas, minutes, maps, charts, public notices and visual aids for the Library Advisory Board as needed; notifies board members of meetings with mailings of all pertinent information as required. Attends Library Advisory Board meetings as recorder.
6. Attends weekly City staff meetings and City Council meetings as needed.
7. Meets with the Friends of the Library, Sutherlin Library Foundation and the Douglas Community Library Association as needed.
8. Represents the Library at other community meetings as needed and through coordination with the city's Administrative/Community Relations Director, is responsible for Library outreach and communications, to include the Library Facebook Page.

9. Reviews monthly revenue and expenditure report and assists ACM/Library Director in preparing annual City library budget.
10. Submits monthly cash deposit to the City from copies made by patrons.
11. Researches grant possibilities and ensure the proper completion and submission.
12. Operates various offices machines in performance of assigned tasks, such as copy machine, typewriter, calculator, digital recorder, and computer including word processing programs and data base formats.
13. Works harmoniously and effectively as a positive, cooperative, team-oriented member with public, co-workers, subordinates, and supervisors.
14. Operates a vehicle and able to run errands if needed.

MINIMUM QUALIFICATIONS:

Preferred two year degree with five years of experience working in library or other administrative service.

SELECTION GUIDELINES:

Formal application, resume', rating of education and experience; oral interview, background and criminal history check; job related tests may be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.