



TOLEDO
LUCAS COUNTY
PUBLIC
LIBRARY

Manager/Librarian VII

Location: Oregon

Salary Range: (R08) \$67,207 - \$94,154

Status: Full-Time (Full-time is 37.5 hours per week. Must be able to work nights & weekends.)

Deadline: Open until filled.

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Position Summary

As the highest level of management at the agency, is responsible for the customer's library experience, including the physical site management, staffing, customer service, and other library services. The manager is also responsible for developing and maintaining the agency's relationships in the community, including schools, businesses, and local organizations.

The incumbent will have strong leadership skills and demonstrate a commitment to the TLCPL's mission and values, including being welcoming, innovative, objective, accountable, and collaborative.

Primary Responsibilities

1. Library Services – manages and maintains a strong and current collection, ensures cost-effective, appropriate public programs, maintains high-quality reference and reader advisory services, and addresses current and future technology needs and uses.
2. Staff & property management – directs daily activities, including personnel matters, reporting/statistics, and training, and forms goals and plans for the agency. Works closely with Facilities & Operations to maintain the physical department.
3. Leadership – sets the service tone for the agency, fosters teamwork and communication, guides new staff, and builds consensus. Exemplifies excellent public service and social skills. Actively supports diversity, equity, and inclusion. Promotes a culture where all customers and staff belong.
4. Outreach – Drives innovation and opportunities to further connect the community to programming, services, and collections. Leads community engagement on topics of interest, including historical, cultural, and current events, through community discussion forums, programming, and other library services.
5. Professionalism – maintains current knowledge of the profession and applies awareness to agency work. Maintains active membership in professional organizations, actively participates in committee work, and collaborates effectively with other library agencies and administrators. Represents the library in a positive, professional manner. Drives continuous improvement in accordance with industry trends/best practices.

6. Actively supports diversity, equity, and inclusion; promotes a culture where all staff and customers belong.

Qualifications

Knowledge/Skills

1. Interpersonal skills, ability to communicate, and work cooperatively with all staff and the public.
2. Ability to plan, assign, delegate, manage, and evaluate performance and assignments.
3. Knowledge of library science principles, methods, and resources.
4. Ability to speak publicly as a library representative at professional and community functions.

Training/Experience/Education/Certification

1. An undergraduate degree and an MLS from an ALA-accredited school or post-graduate degree in a related field are required.
2. Four (4) years of professional library experience (Preferred)
3. Supervisory experience (Preferred)
4. A valid driver's license; must be insured and meet your state's minimum coverage requirements for auto insurance.
5. Must meet insurance eligibility requirements of the Library's insurance carrier under the Library's Motor Vehicle Use Policy.
6. May be required to drive library owned or non-library owned personal vehicles on a regular basis on behalf of library business.

Physical Demands

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

Work environment

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

BCI/FBI Criminal Background Record Clearance and MVR history required.
A drug screen to be completed prior to the start date.