



CITY OF NEWPORT invites applications for the position of:

Supervising Librarian

SALARY:	\$4,482.00 - \$5,875.00 Monthly
DEPARTMENT:	Library
OPENING DATE:	04/27/21
CLOSING DATE:	05/18/21 05:00 PM

PURPOSE:

Manage complex or multiple operations and/or programs to include planning, coordinating, assigning, and supervising staff by providing direction, completing evaluations, and arranging training.

QUALIFICATIONS:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills, and abilities would be a Master's Degree in Library Science or Library and Information Science from an American Library Association accredited University preferred, AND 5 years' experience, with 2 of the 5 years in a lead or supervisory capacity.

KNOWLEDGE: A significant combination of understanding of modern library objectives and knowledge of library materials. Thorough knowledge of computers and other technologies commonly found in public libraries. Office procedures, methods, and equipment including computers, and such applicable software applications such as word processing, spreadsheets, and databases. Mathematical principles. Business letter writing and the standard format for typed materials. Methods and techniques of proper phone etiquette. Customer service and public relations methods and techniques. English usage, spelling, grammar, and punctuation. Social media to include Facebook, Twitter, and other social media outlets. Knowledge of management, team-building, conflict resolution, and leadership techniques.

SKILLS: Skills in internet and other online database searching techniques. Skills in the use of library automation software such as Innovative Interfaces Sierra, or others in common library use. Strong skills in the use of personal computers, various related software programs including Microsoft Office 2013 (Excel and Word), and standard office equipment. Skills in internet and other online database searching techniques. Strong time management, analytical, organization, and prioritization skills. Customer service orientation and skills. Exceptional interpersonal skills, and strong oral and written communications skills with a variety of audiences. Competence in business English, spelling, and punctuation. Effective management, team-building, conflict resolution, and leadership skills.

Strong reasoning, accuracy, math, analysis, and problem-solving skills, combined with excellent judgment and professionalism.

ABILITIES: Ability to establish and maintain an effective working relationship with city management, other employees, Council members, other entities, and the general public. Ability to communicate effectively, both orally and in writing, with understandable manner; Ability to maintain efficient and effective systems and procedures. Ability to follow direction. Ability to function in an intense work environment with numerous interruptions and conflicting demands. Ability to elicit information and cooperation from individuals and groups. Ability to honor the confidentiality required of this position. Ability to manage multiple demands and deadlines that are occurring simultaneously. Ability to work a flexible schedule. Physical ability to perform the essential job functions.

REQUIRED LICENSES

Valid Oregon Driver's License at time of hire.

DESIRABLE QUALIFICATIONS

First Aid/CPR certification.

Spanish language fluency.

PHYSICAL DEMANDS:

The employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility, including the ability to frequently lift or move materials up to 5 pounds, and occasionally lift or move materials up to 60 pounds. Manual dexterity and coordination are required more than 60% of the work period to operate equipment such as computers, keyboards, telephones, and standard office equipment.

WORKING CONDITIONS/WORK ENVIRONMENT

Work location is primarily indoors where work occurs under usual office working conditions.

HOW TO APPLY:

All applications for this position must be submitted via our online application system at <https://www.governmentjobs.com/careers/cityofnewport>. Only complete applications will be considered, and application review will continue until position is filled. Please do not fax, mail, or e-mail any documentation. You will receive a confirmation email when your application has been successfully submitted.

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal, or local law.

All offers of employment are subject to successful completion of a background check, reference checking, and in the case of safety-sensitive positions, drug, and alcohol testing.

