



Position Information	
Position Title	Library Director
Location	Medford
Reports To	Board of Directors
Department	Administration
FLSA Status	Exempt
Hours Per Week	40
Salary Range	Contract

Position Summary
The Library Director provides leadership for the planning, direction, and oversight of library services across the district and monitors organizational performance to ensure progress toward the Library's strategic goals.

Duties and Responsibilities
• Lead the development of District vision, goals, and objectives in conjunction with the Board of Directors. Establish operational targets in compliance with those goals and related legislative mandates. • Administer District policies, make policy recommendations to the Board, and provide executive support and information to the Board. • Create an environment where diverse views are welcomed and respected. As needed, facilitate productive and timely discussions that generate effective results. • Translate strategic priorities into clear, actionable directions that support high-quality library services and meaningful community engagement. • Develop and lead a cohesive, innovative, and accountable team with a wide range of skills, knowledge, abilities, and responsibilities. Supervise personnel directly or through subordinates. • Cultivate strong relationships within the community, the state, and national organizations. • Collaborate with the Jackson County Library Foundation and affiliated Friends of the Libraries to develop creative approaches to ensure robust local fundraising and volunteer support. • Prepare and oversee the annual budget for District Board approval. • Stay current with library trends in information services and technology. • Ensure that JCLS offers a dynamic collection that meets the diverse needs of Jackson County residents. • Ensure that library facilities are welcoming and inclusive spaces with well-maintained systems and equipment. • Serve as the Board Secretary. Perform or delegate those duties as required. • Regular Attendance. • Perform other duties as assigned by the District Board of Directors.

Knowledge, Skills and Abilities
Organizational Leadership • Thorough knowledge of modern management and leadership principles and practices related to public library system administration. • Demonstrates a commitment to self-reflection and continuous self-improvement to enhance effectiveness and professional growth.

- Ability to motivate, direct, and supervise library personnel in a manner conducive to full performance and high morale.
- Active in community and professional organizations.
- Builds coalitions with key stakeholders in targeted local, regional, and national agencies and organizations to achieve and maintain desired outcomes for District.
- Inspires others through visionary leadership.
- Guides and supports continuous learning at all levels of the organization.

Communication

- Communicates in an accurate and clear manner.
- Handles conflict constructively to identify joint concerns and to facilitate desired outcomes.
- Presents complex concepts effectively to a wide range of audiences.
- Ability to effectively communicate honest assessments of contentious issues.
- Maintains regular attendance.

Team Leadership

- Models and promotes high ethics and respectful interactions.
- Facilitates productive team discussions.
- Encourages and rewards creativity.
- Creates a culture of collaboration and trust.
- Delegates appropriately while maintaining accountability.
- Effectively coaches team members using well-developed skills.

Governance Support

- Works transparently with the Board.
- Provides well-developed analyses of challenges, opportunities, and solutions.
- Experience creating, evaluating, and reviewing strong library policies.
- Experience creating written public reports for the Board.
- Promotes ongoing Board development.

Administration

- Interprets board policies and priorities to achieve district outcomes.
- Identifies challenges and opportunities within a changing environment.
- Articulates clearly defined outcomes and identifies measurement indicators.
- Demonstrates expertise in facilities planning.
- Demonstrates success in soliciting community support for library funding.
- Identifies potential legal and financial risks and liabilities and takes correct action to minimize effects.
- Knowledge of Oregon special district governance, including public procurement requirements.

Effective Budget Officer

- Works with the management team to implement strategies to achieve Board priorities.
- Understands public finance and fiscal responsibility.
- Demonstrates the ability to craft budget plans that balance resources and expenditures over a multiple year period.

Qualifications

MINIMUM QUALIFICATIONS

1. Masters of Library Science from an ALA-accredited institution.
2. 7 years of supervisory and leadership experience in a public library.

PREFERRED QUALIFICATIONS

1. Experience in a multi-branch system.
2. Excellent interpersonal and communication skills.
3. Experience using technologies to provide and enhance library services.
4. Experience with library services to both rural and urban communities.
5. Experience and success with community partners.
6. Masters of Business Administration or a related field.
7. Experience working with Unions.

SPECIAL REQUIREMENTS/LICENSES

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

Working Conditions

While performing the duties of this position, the employee is continuously required to communicate by talking and listening, use of fingers and hands, repetitive motion and sitting. Frequently required to stand, walk, reach, sit and feel. Occasionally bend, stoop, grasp and rarely to feel, kneel or crawl. The position requires mobility, including the ability to move materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., may infrequently require moving materials weighing up to 20 pounds.

Manual dexterity and coordination are required over [75%] of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Travel to other district locations and/or to workshops/professional meetings/conferences.

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable.

Conditions may consist of the following:

- Reading for comprehension and direction (policies & procedures)
- Speaking to share, respond and maintain relationships or to convey instructions and/or direction
- Presenting to a wide range of ages and audiences to inspire lifelong learning
- Considerable cognitive process to make effective decisions for non-routine work
- Various equipment includes computers with a keyboard and mouse, telephone, and other electronic devices to share documents, information and discussion
- Deadlines and changing priorities with multiple demands on time
- Attendance at evening and weekend meetings and/or social/business events
- Available for emergencies and off-schedule contacts

Supervisory Responsibilities

This position is a supervisor of people and/or organizational processes. Supervision is a responsibility of positions in this classification. Decisions are made within broad interpretation of applicable guidelines and Library policies and rules. The Library Director has final hiring authority.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical

assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Signatures

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Employee Name

Signature

Date

Supervisor Name

Signature

Date

Revised: July 20, 2026