

1. 10:00 A.M. Agenda

Documents:

[2022-08-12 Library Agenda.pdf](#)

2. 10:00 A.M. Meeting Materials

Documents:

[Simple Aug. 2022 Yachats Librarian Job Announcement--Revised.pdf](#)



**CITY OF YACHATS
YACHATS LIBRARY COMMISSION MEETING**

Yachats OR

Friday, August 12, 2022, at 10:00 am

To Be Held Via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/84711018284>

Meeting ID: 847 1101 8284

One tap mobile

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+1 646 931 3860 US

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+1 301 715 8592 US (Washington DC)

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Regular Meeting

- I. Meeting called to order
- II. Announcements and Correspondence
- III. DISCUSSION AND VOTE: Whether to rename the paid, part-time job of library director "Library Administrator."
- IV. DISCUSSION AND VOTE: Whether to recommend Traci Altson to the Yachats City Manager for the position of Library Administrator.

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time.; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1- 800-735-2900 (TDD) two days in advance.



- V. DISCUSSION AND VOTE: Whether to approve the revised and simplified **Yachats Library Administrator Job Announcement** that was rewritten in August 2022.
- VI. Report
 - a. On the status of the library expansion project
- VII. Old business
- VIII. New Business
- IX. Adjournment

*******NOTICE OF POSSIBLE CITY COUNCIL QUORUM*******

Library Commission Meeting held Quarterly on the 2nd Thursday at 10:00am
(January-April-July-October, 2nd Thursday)

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time.; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1- 800-735-2900 (TDD) two days in advance.

Yachats Library Administrator Job Announcement August 2022

Overview

The City of Yachats' Library was originally founded in 1930 as a lending library, and has evolved and thrived under the leadership of volunteers to the present status of planning building and program expansions.

Part of those plans requires the hiring of a Library Manager to maintain its' status as a public library. This position will start as a quarter to half-time position, with flexible hours. The City of Yachats is committed to equal opportunity, diversity and non-discrimination in hiring practices and respectful treatment in the workplace.

The primary duties of this position will be primarily administrative oversight of Library programs, service and general responsibilities. This position reports to the Yachats City Manager.

Duties will include:

- Recruitment, training and management library volunteers, including scheduling.
- Administration of Yachats Library operations, policies and procedures, and compiling state-required data and statistics.
- Tracking patron usage of library programs, services and IT needs.
- Assist in development of budgets.
- Reporting to the Library Commission, the City Manager and maintaining a positive community presence.

Minimum Qualifications

- While a Bachelor's Degree is desired, serious consideration will be given to experience and education in other fields.
- Candidates should preferably be from greater Yachats/Lincoln County area.

Desired knowledge and skills

- Knowledge of Library management or applicable experience in administrative skills.
- Good oral and written communication skills.
- Working knowledge of computer operations.
- An ability to delegate successfully.
- Ability to resolve issues, listen well and welcome new ideas, and also be able to deny or disagree respectfully.

Physical conditions

- Competent to perform duties in an office environment.
- Ability to move or lift up to 25 lbs.
- Physically able to perform normal library actions.
- Requested accommodations may be made for qualified individuals with disabilities to perform the functions of this position.

Salary

Salary will be determined by the selected candidate's experience and in alignment with salary ranges for similar duties.

Interested applicants should submit a letter of application and resume as follows.

Note - Please be certain to list **RE: Yachats Librarian Application** in the subject line of your letter of application:

Via email: citycoordinator@yachatsmail.org

Please write **Yachats Librarian Application** in the subject line of the email

Via USPS: City of Yachats
ATTN: Neal Morphis
PO Box 345
Yachats, OR 97498

The deadline for submissions is August 15, 2022 or until the position is filled.