



**CITY OF SALEM**  
**invites applications for the position of:**

## **Deputy City Librarian**

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**SALARY:** \$6,805.07 - \$9,148.53 Monthly

**OPENING DATE:** 12/21/20

**CLOSING DATE:** 01/18/21 11:59 PM

### **JOB SUMMARY:**

The Salem Public Library is seeking a Deputy City Librarian who strives to provide excellent library services by turning visions and goals into reality. The ideal candidate has a history of successfully navigating operational challenges and using high-level oversight skills to help move strategic plan initiatives and goals forward. A proactive and adaptable leader, the Deputy City Librarian will problem solve and evaluate services to meet library demands and expectations all while handling the exciting transitions and opportunities of a newly remodeled library. The successful candidate is culturally astute, leads with integrity and can garner trust among staff, City, and the Salem community.

The Deputy City Librarian turns the library dreams of our community, advocates, and staff into library reality by planning, leading, and providing program oversight. The incumbent in this role participates in creating and operationalizing the vision and strategic plan. By evaluating services and recommending or making changes to service delivery and types, this role drives the continuous evolution of Salem's modern public library.

The Deputy City Librarian uses high-level project oversight skills to help move Strategic Plan Initiatives forward and continuously evaluate and develop library services. The incumbent is responsible for supervision of the library managers, setting priorities, expectations, and development goals for Library Supervisor IIIs in alignment with the strategic vision and goals for the organization. This role will help managers and staff problem solve and trouble-shoot service issues and will be key in analyzing the performance of the operations and comparing them to service-level expectations.

The Deputy City Librarian works with the City Librarian and Library Leadership Team to create yearly budgets and ensure that Library services/operations are provided within budget. The Deputy City Librarian works with the City Librarian to ensure that the Library Advisory Board (LAB) has relevant budget and services information. This role is also the key point person for several internal and operational relationships with various City Departments and Divisions, including Risk Management, Public Safety, IT, and Facilities/Fleet.

### **About the Library:**

Salem Public Library (SPL) is a municipal library serving the 170,000+ (and growing!) residents of Oregon's capital city. The Salem Public Library's mission is to serve its community by promoting and providing opportunities for full and equal access to information and ideas, the love of reading, the joy of learning, and engagement with the arts, sciences and humanities in a safe and comfortable environment. Over 115,000 registered borrowers are still able to use Library services virtually and through curbside pickup. Salem Public Library is the largest of 17 member libraries in

the [Chemeketa Cooperative Regional Library System](#) (CCRLS.) In 2017, voters passed a bond to improve the [seismic stability and safety of the Main Library](#). The Salem Public Library Foundation provided additional funding outside of the Library bond to transform the space beyond seismic, safety, and sustainability by the Summer of 2021.

### **What are the minimum qualifications?**

- Must pass the pre-employment background check
- Must have an Oregon Driver license and a driving record that meets the City of Salem's driving standards.
- Bachelor's degree from an accredited college or university in business, judicial, or public administration, or a related field, and five years of progressively responsible professional managerial experience, or any combination of education, experience, and training that demonstrate possession of the knowledge, skills, and abilities as listed, and ability to perform the essential job functions.

### **Where can I find out more about the position?**

Go to the menu option for Class Specifications and search for Manager II or view [by clicking](#) here.

### **How can I apply?**

The City of Salem invites individuals of all diverse communities and backgrounds to apply for our available job opportunities as we strive to provide the best service to everyone. The City of Salem is committed to providing equal employment opportunities to all and has a culture that values diversity, equity, and inclusion. We believe that by welcoming differences, encouraging new ideas and views, listening to and learning from each other, we are better able to serve the community.

To apply, click on the green “Apply” button to complete your application. Make sure that you specify how you meet the qualifications outlined in the class specification and complete the application.

Applicants that meet the minimum qualifications as outlined above but not selected for this position may be placed on an eligibility list, and candidates may be hired from the list. Eligibility lists are valid for six months. The City will send email notifications to eligible candidates about potential hiring opportunities so please ensure your email settings accept our system generated email notifications.

You may subscribe for automatic notification of job openings at the City through the [Job Interest Cards](#) – sign up today!

For more information about employment at the City of Salem, please visit our website at [www.cityofsalem.net/jobs](http://www.cityofsalem.net/jobs).

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/cityofsalem>

Position #20-0081-03  
DEPUTY CITY LIBRARIAN  
MB

555 Liberty St SE, Room 225  
Salem, OR 97301  
503-589-2074  
503-588-6162

[HR@cityofsalem.net](mailto:HR@cityofsalem.net)

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## **Deputy City Librarian Supplemental Questionnaire**

- \* 1. What is your highest level of education?
  - High school graduate or GED
  - Associate's degree
  - Bachelor's degree
  - Master's degree
  - Doctorate's degree
  - N/A
- \* 2. How many years of progressively responsible professional managerial experience do you have?
  - No experience
  - Less than 1 year
  - 1-2 years
  - 3-4 years
  - 5-6 years
  - 7-8 years
  - 9-10 years
  - More than 10 years
- \* Required Question

Link to job posting:

<https://www.governmentjobs.com/careers/cityofsalem/jobs/2932896/deputy-city-librarian?pagetype=jobOpportunitiesJobs>