



Sherman County School District

65912 High School Loop

Moro, Oregon 97039

Notice of Job Posting

The Sherman County School District is accepting applications for the 2014-15 school year for the following position:

Position:

Public Library Director/School Library Media Assistant II

Application Deadline Date:

April 30, 2014

Start Date:

August 26, 2014

Salary and Terms:

Full-time (40 hours per week) starting at \$15.02 per hour, with up to 160 additional hours for public library responsibilities. Benefit package including medical and PERS retirement.

Reports to:

Works under the general policy guidance of the School District reporting to the Sherman County School Administrators *and* the Sherman County Public/School Library Board

Supervisory Responsibility:

Trains, monitors and evaluates all library staff

General Position Description:

Sherman County School District and Sherman County Public/School Library Board are seeking an outstanding and motivated Public Library Director/School Library Media Assistant II to oversee all aspects of library functions including full supervision over staff. The successful candidate will engage in professional, operational and clerical activities and will also plan, organize, and direct the operations of the library. In addition, the successful candidate must have the ability to oversee and maintain final accountability for public library and school library fiscal and budgetary activities. Detailed duties follow:

Administrative

Attain and maintain cataloging course certification (must be able to create catalog records and train employees)

Maintain full knowledge of circulation system (must be able to train employees)

Evaluate public library employees once a year

Write grants and submit final reports

Evaluate and order supplies, books and materials as needed

Proctor online classes

Assess fines, fees and replacement values as appropriate

Staff and promote library programs

Coordinate and staff library fundraising events

Manage courier and outreach programs

Handle complaints and challenges

Train and supervise media center student aides

Promote appropriate conduct of students and public patrons

Compile annual State Library statistical reports

Financial

Prepare and administer school and public library budgets, working with the school accountant and library board

Schedule and present yearly budget to County Court for approval

Oversee and maintain accountability for all fiscal activities including payroll sheets, purchase orders, claims for payment, invoices, fines, fees, donations

General

Collaborate with teachers to enhance curriculum, library and general interest themes

Compose and submit monthly news articles for County Reporter and to local media as needed

Conduct a one-week statistical sample of library usage

Process materials using library protocol (barcodes, spine labels, main entries, covers)

Register patrons

Check-in and check-out materials

Fill holds and notify patrons when materials become available

Distribute interlibrary loans

Schedule patron use of study rooms

Assist patrons with reader's advisory

Answer telephones and reference questions

Schedule and set-up meetings in the program room

Instruction

Instruct teachers and students in media center use including databases

Train library staff, teachers and students on the use of library technology

Provide library orientation and library skills training to students

Assist patrons with searches, research, reference, Library 2 Go and internet use

Technology

Maintain a working circulation system for the library's collection

Assess technology needs and order equipment as necessary

Maintain a current webpage related to school/public media

Maintain Facebook Page

Troubleshoot computer and printer problems

Set up equipment for program room meetings

Meetings

Schedule and staff Library Board meetings (agendas, minutes, reports, etc.)

Attend Libraries of Eastern Oregon meetings and Sage meetings

Attend school staff meetings

Qualifications

To perform this job successfully, an individual must be able to perform each duty satisfactorily

Education and/or Experience

Two-year college degree or equivalent

Computer skills and knowledge of office software packages

Working knowledge of Evergreen library circulation system and cataloging procedures

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform this job.

1. While performing the duties of this job, the employee is regularly required to sit, talk, see, hear, walk, handle objects, tools, standard keyboards of office equipment and reach with arms and hands.
2. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift or move objects up to 25 pounds.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Community Description:

Sherman County is located in north central Oregon between the John Day River on the east and the Deschutes River on the west. The Columbia River forms the boundary to the north. Much of the southern boundary is defined by the canyons of Buck Hollow creek, a tributary of the Deschutes. Sherman County enjoys four distinct seasons. Summers are warm, dry and clear. Winters are relatively mild; heavy snowfall is uncommon. The county is relatively small, with only 831 square miles, it is approximately 20 miles wide and 42 miles long, elevations range from 185 feet along the Columbia River to 3,600 feet on the plateau in the south. There are 6 small towns: Biggs Junction, Rufus, Wasco, Moro, Grass Valley and Kent within the county line that house approximately 1,750 residents. Sherman County is mainly an agricultural community. Wheat is the most important crop here, but the wind farm industry is quickly becoming a major economic boost for the area. Windsurfing on the Columbia and hunting, fishing and camping are easily accessible. The Jr./Sr. High School enjoys a state-of-the-art, all-weather track facility, new baseball field, new tennis courts and updated science labs. Also located at the Jr./Sr. High School is a beautiful 7,000 square foot library that opened in March of 2009. Technology is well integrated into the curriculum. Up-to-date computer labs, high speed internet, interactive video, online classes and video on demand services are all available to support and augment instructional programs.

*******Application Process*******

If you are interested in applying for this position, please email Bill Blevins at bblevins@sherman.k12.or.us. Mr. Blevins will provide you with an official application packet and application instructions.

Application Requirements Shall Include:

- Completed Application Form
- Letter of Interest
- Current Resume
- Minimum of three (3) Letters of Recommendation (written within the last 3 years)
- Other material as desired

Criminal record check and pre-employment drug test is required for all positions. For further information and application materials please email Bill Blevins at bblevins@sherman.k12.or.us.

Sherman County School District is an Equal Opportunity Education Employer.