

Job title: Assistant Library Director

Work place: The Dalles–Wasco County Library, 722 Court Street, The Dalles, OR, USA

To apply, go to: <https://thedalles.applicantpro.com/jobs/>

Department: Library

Compensation: \$80,323.60 - \$98,787.90 annually

Status: Full-time, FLSA Exempt, Non-Represented

Closing Date: Open until filled. Applications received by **5pm 08/11/2026** will be considered for the first round of interviews.

****This recruitment may be used to fill future vacancies****

The Dalles–Wasco County Library is seeking a collaborative, creative, and community focused Assistant Library Director. This position provides leadership for programming, outreach, community partnerships, staff supervision, and operational support. The Assistant Library Director establishes standards and priorities to ensure consistent, high quality library services and represents the library throughout the community. This position also serves as Acting Library Director in their absence.

Key Responsibilities

- Provide leadership, operational oversight, and direct supervision of staff and volunteers.
- Assist with hiring, training, coaching, and evaluating staff; foster accountability, collaboration, and continuous improvement.
- Lead programming, outreach, community partnerships, and bookmobile services; develop and implement strategies aligned with community needs and library goals.
- Represent the library at community meetings and outreach events; cultivate partnerships to broaden community engagement.
- Manage staffing, scheduling, resource allocation, and performance reporting; ensure efficient operations and financial accountability.
- Address patron inquiries, feedback, and complaints with professionalism and consistent communication.
- Oversee marketing and communications, including newsletters, social media, website content, program publicity, and press releases.
- Collect program evaluations, compile statistical data, and prepare reports to assess service outcomes and inform future planning.
- Support the Library Director in strategic planning, policy development, and operational decision making; serve as Acting Director in their absence.
- Write grants and implement grant funded initiatives.
- Perform other duties as assigned.

What You Bring

- Strong interpersonal communication skills and a positive approach to public service.
- Ability to set priorities, manage multiple tasks, and organize the work of self and others.
- Knowledge of social media platforms and technology trends.

- Skill in planning, developing, managing, and evaluating programs and services.
- Ability to explain complex procedures with patience and clarity.
- Ability to resolve public concerns using tact, courtesy, and sound judgment.
- Ability to work independently and exercise good judgment.
- Emotional intelligence and the ability to navigate difficult situations effectively.
- Demonstrated ability to facilitate difficult conversations and address challenging issues directly, with the emotional intelligence, judgment, courage, tact, and diplomacy necessary to maintain trust and organizational credibility.

Minimum Qualifications

- A minimum of two (2) years of professional library experience.
- Professional experience working with youth, teen, and adult services.
- Demonstrated experience in programming and collaborative service delivery.
- Experience with reference, reader's advisory, technology, and social media.
- Bachelor's degree in Library Science, Education, Communications, Public Administration, Social Sciences, Humanities, or a related field.

Preferred Qualifications

- Written and/or oral Spanish-language proficiency.
- One year of supervisory or leadership experience in a library or comparable setting.
- Masters of Library Science (MLS/MLIS) from an accredited institution.

Benefits

The City offers a competitive benefits package that includes:

- Medical, dental, and vision benefits.
- Flexible Spending Account (FSA) and HRA-VEBA.
- Long-term disability and accidental death and dismemberment insurance.
- Employee Assistance Program.
- City-paid retirement contributions of 13.5% after one year of service.

Working Conditions

- Requires sitting, standing, walking, climbing, stooping, bending, twisting, and reaching.
- Ability to lift up to 35 lbs. and push/pull 60–80 lbs. on wheels.
- Requires travel to meetings, outreach events, and off-site programs.
- The position may occasionally require additional hours, including evenings and weekends.

Required Licenses, Certifications, and Additional Requirements

- Valid Driver's License required.
- Must successfully pass a criminal background check.
- Must be at least 21 years old at the time of hire.

About The Dalles:

- **Join a Welcoming Community** - Experience the warmth of a small-town spirit where local events, farmers' markets, and festivals bring people together and create lasting connections.
- **Thrive in a Growing Economy** - Be part of a diverse and stable economy fueled by agriculture, technology, healthcare, government, and tourism. Your career can grow here.
- **Embrace the Outdoors** - With over 300 days of sunshine, enjoy easy access to the Columbia River Gorge National Scenic Area for hiking, biking, fishing, and water sports - plus winter adventures are just an hour away at Mt. Hood.
- **Balance Work and Life** - Live surrounded by stunning riverfront parks, scenic trails, and a city that values thoughtful growth and a strong industrial and technology presence.
- **Affordable and Accessible** - Benefit from affordable housing, quality schools, and healthcare - all just 80 miles from Portland, combining small-town charm with metropolitan convenience.
- **Be Part of Something Bigger** - Join close-knit neighborhoods where community support is real and your contributions matter'

The City of The Dalles is an Equal Opportunity Employer. Veterans and Spanish-speaking candidates are highly encouraged to apply.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification documentation upon hire. Applicants must be authorized to work in the United States without the need for visa sponsorship.

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- Upload your resume
- Answer the supplemental questions.