

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](#)

[Traci A.Miller-AltsonLibrarianLetter.pdf](#)

[TraciA._MillerAltson_Resume \(1\).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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+16694449171,,84711018284# US

Dial by your location

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+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

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+1 564 217 2000 US

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Find your local number: <https://us02web.zoom.us/u/kdom0nYpnM>

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.

TRACI A. MILLER-ALTSON

Yachats, OR 97498 • 503-550-6144 • taaltson@gmail.com

July 17, 2022

City of Yachats

RE: Librarian

Dear Hiring Manager,

As an experienced Business Analyst, the advertisement for Librarian with City of Yachats sparked my interest. When reviewing the position requirements and your organization's website, I was encourage to find that my qualifications and personal strengths align with your needs and mission.

I bring a comprehensive set of skills that I believe will be valuable to City of Yachats. In previous roles as a Business Analyst, Project Manager, and Supervisor I honed my abilities in group instruction, process improvement and document control, providing a firm foundation for the Librarian position. My communication, people-centric nature, and compassion have afforded me excellent critical thinking skills.

I am excited to contribute my talents and proficiency in leadership, including time leading an all-volunteer organization, toward your team efforts. As an engaging communicator with a proven track record in leading teams, my focus on building strong professional relationships has been a beneficial asset throughout my career.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I'm eager to discuss how my personality and background fit the Librarian role.

Thank you for your time and consideration of my candidacy.

Sincerely,

Traci A. Miller-Altson



Traci A. Miller-Altson

Yachats, OR 97498

(503) 550-6144

taaltson@gmail.com

PROFESSIONAL SUMMARY

Experienced professional focused on meeting or exceeding objectives seeking Yachats Librarian position. Offers training expertise and excellent organizational skills. Recognized for leadership, planning abilities and clear, direct communication style. Results-driven professional seeking position as Yachats Librarian. Focused on performance and flexible with specific needs of different assignments. Collaborates professionally with individuals from broad array of backgrounds and cultures.

SKILLS

- Data Synthesizing
- Business Requirements
- Business Analysis
- Lean Six Sigma Green Belt

EDUCATION

Bachelors Degree | Business Management 2000
Marylhurst University

Masters Degree | Business Management 2011
Marylhurst University

WORK HISTORY

BUSINESS ANALYST 01/2016 to 07/2017

Portland General Electric Co. | Tualatin, OR

- Provided support to the business for a Customer Information System Replacement project
- Designed the new CIS system to business specifications through creation if functional design documents
- Conducted interviews with key business users to collect information on business processes and user requirements.
- Applied honed problem-solving skills to analyze and resolve issues impacting business operations and goal achievement.

PROJECT MANAGER 12/2012 to 12/2015

Portland General Electric Co. | Tualatin, OR

- Organizational design efforts, including participation in leadership visioning and transition plan development
- Managed improvement Initiatives by creating charters, project plans, schedules
- Coordinated responsibilities amongst project team, communicating with Sponsors
- Identified plans and resources required to meet project goals and objectives.
- Managed projects from procurement to commission.

CREDIT/SPECIALIZED BILLING SPECIALIST/LEAD 08/2007 to 12/2012

Portland General Electric Co. | Tuala, OR

- Provided leadership to various Revenue Operations teams, coaching, motivating and providing feedback towards meeting department goals
- Provided first line account reviews
- Analyzed and distribute daily workload
- Assisted in researching and analyzing data for other work groups including Business Functionality

CUSTOMER SERVICE REPRESENTATIVE

04/2005 to 08/2007

Portland General Electric Co. | Tualatin, OR

- Resource support new employees, served on Transaction Study Group for new Customer Service Surveys, served on committee to revamp 2007 CIP and Customer Service Scorecard
- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Answered customer telephone calls promptly to avoid on-hold wait times.

CUSTOMER SERVICE SUPERVISOR

08/2004 to 03/2005

Midwest Airlines

- Conducted training and mentored team members to promote productivity, accuracy and commitment to friendly service.
- Coached employees through day-to-day work and complex problems.

CUSTOMER SERVICE REPRESENTATIVE

08/2003 to 11/2003

San Diego Gas & Electric Co

- Assisted customers with questions and concerns regarding billing issues, energy usage, payment arrangements and problem resolution

PRESIDENT

01/2000 to 01/2001

Lake Oswego Jr. Women's Club

- Responsible for all budgetary, fund-raising and membership operations for a group of 70 volunteers, including organizing and supervising special events

CUSTOMER SERVICE SUPERVISOR

11/1994 to 01/1997

American Airlines

- Prepared employee performance reviews
- Assigned daily duties, created work schedules, and handled problem resolution and customer correspondence
- Conducted training and mentored team members to promote productivity, accuracy and commitment to friendly service.
- Coached employees through day-to-day work and complex problems.

TICKET SALES AGENT, ACTING LEAD, INSTRUCTOR

05/1986 to 11/1994

American Airlines

- Facilitated classroom instruction and provided hands-on training for ticket

agents

- Covered vacations for Lead Agents (operational supervisor)
- Included two years as sole operations agent, managing a communication center for four to six different airlines and handling air to ground radios and six phone lines

RESERVATIONS AGENT, TICKET SALES AGENT, CRC SUPERVISOR

07/1984 to 05/1986

American Airlines/AirCal

- Collected, evaluated and modeled collected data.
- Resolved various issues and discrepancies for customers.