

1. 10:00 A.M. Agenda

Documents:

[2022-04-14 Library Agenda.pdf](#)

2. 10:00 A.M. Meeting Materials

Documents:

[RFQ Des Bld Team.pdf](#)

[Yachats Librarian Position Description.pdf](#)



**CITY OF YACHATS
YACHATS LIBRARY COMMISSION MEETING
Yachats OR
Thursday April 14th, 2022, at 10:00 am
To Be Held Via Zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/88014759852>

Meeting ID: 880 1475 9852

One tap mobile

+12532158782,,88014759852# US (Tacoma) +13462487799,,88014759852# US (Houston)

Dial by your location

- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)

Meeting ID: 880 1475 9852

Find your local number: <https://us02web.zoom.us/j/88014759852>

Work Session

- I. Introduction

Regular Meeting

- II. Meeting called to order
- III. Announcements and Correspondence
- IV. DISCUSSION AND VOTE: Whether to approve the Request for Qualifications for the library expansion Design/Build Team
- V. DISCUSSION AND VOTE: Whether to approve the Yachats Librarian Position Description
- VI. Business / Reports
 - a. Discussions with City Manager Heide Lambert
 - i. Commission chair reports
 - ii. Meeting minutes
 - b. Finance Committee actions toward the library expansion
 - c. Progress with interior design Michelle Pellitier

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. The meeting room is physically accessible to persons with mobility devices; 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.

- d. From the librarians
 - e. From the Friends of Yachats Library
 - f. From Rebecca Bloch, re: e-book program and library computers
- 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. The meeting room is physically accessible to persons with mobility devices; 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.

**REQUEST FOR QUALIFICATIONS
FOR
DESIGN / BUILD TEAM**

2.0 PURPOSE, BACKGROUND AND SCOPE OF WORK

2.01 PURPOSE

The City of Yachats is requesting submittal of Qualifications for a Design / Build Team based on the scope of work described herein to attain an Addition to and Renovation of the existing Library.

2.02 BACKGROUND

The Yachats public Library is a rectangular building of 2,048 sq. ft. built in 1973. This was, of course, prior to the advent of computers and their library-related services. The building is no longer adequate for the needs of this small, but growing community of approximately 950 permanent residents. The scope of work for the current expansion project includes the addition of **approximately 1,200 sq. ft. plus the remodeling of approximately 1,327 sq. ft. of existing space**. The library has had a Library Assessment Study completed and recently hired an Interior Designer to begin the programming effort.

Pellitier & Pellitier
Michelle Pellitier, Interior Design
Eugene, Oregon
(541) 484-2045

The Interior Designer is under contract and working directly for the City of Yachats but will be part of the Overall Team in developing the best possible scenario for expansion and renovation. It is assumed that the funds raised to date will not be adequate for the Project. Once the Design is completed and a budget established, the library will begin fundraising for the additional expected dollars while Construction Documents are being assembled. The overall budget for the entire project is based on the Yachats community's estimated fundraising capabilities, with a goal of having \$500,000 or slightly more to spend.

2.03 SCOPE OF WORK

The Services of an Interior Designer are determined and include:

- 2.03.1 Program and Schematic Design of the interior of the Addition and renovation to the existing library.
- 2.03.2 Assist in further development of the Plan with the Design / Build Team.
- 2.03.3 Work with the Library Design Team in identifying, ordering/bidding appropriate Fixtures, Furnishings & Equipment for the new Library.

The Services of the Design / Build Team are to include:

- 1. Further development of the Schematic Design floor plan considering current building codes, accessibility and sustainability:
 - a. Work with the Interior Designer and the Library Design Team.
 - b. Present to the Library Commission for review and comments
- 2. Develop the building shell design: responding to site conditions, sustainability, local weather consideration, appropriate materials and building codes.
 - a. Working with the Interior Designer and the Library Design Team
 - b. Presenting to the Library Commission for review and comments

2.03 SCOPE OF WORK (Cont)

3. Develop the site: respond to Planning Code and accessibility
4. Present the Project at completion of Design Development to the Community in a Public meeting.
 - a. Consider the comments as directed by the Library Design Team from the Public meeting
 - b. Redesign as appropriate for final presentation
 - c. Present to City Manager and City Council
5. Provide budget estimates at the end of Preliminary Design, Design Development and at 75% Construction Documents.
6. Develop Construction Documents for sub-bidding, submit to City of Yachats and Lincoln County for Building Permit.
7. Finalize construction cost through sub-bidding considering local contractors.

The selected Proposer will be free to suggest changes and improvements to the Statement of Work that will benefit the library.

2.04 ESTIMATED SCHEDULE

The interior designer's work has begun. As soon as selection of the Design / Build Team is made and Contract signed, the Design / Build Team is to begin with Scope of Work.

Estimated time is to be illustrated in Proposal Submittal item 'C'.

1. Schematic Design Completed and SF cost estimate for the Project
 - o Approval to proceed given by Library Design Team
2. Design Development with an estimated Budget created with approval to proceed given by Library Design Team, Library Commission, and the City Manager.
3. Construction Documents with Approval to proceed given by Library Design Team, Library Commission and the City Manager.
4. Sub-Bidding with Actual cost identified with Approval to proceed given by Library Design Team, Library Commission, City Manager and City Council.
5. Construction
6. Substantial Completion of Construction
 - o Warranty Period Complete: 1 year
7. Final Completion

3.0 PROCUREMENT REQUIREMENTS

3.01 QUALIFICATION SUBMISSION

The Design / Build Team shall be composed of a Design Professional (Architect or Engineer, licensed in the State of Oregon) and a General Contractor registered with State of Oregon Construction Contractors Board. The contractual relationship within the Design / Build Team does not need to be identified. A single contract will be signed between the Design / Build Team and the City of Yachats.

3.01 QUALIFICATION SUBMISSION (Cont)

Those interested in submitting a Qualification should contact:

Neal Morphis via email at
citycoordinator@yachatsmail.org

and leave Company Name, Individual Contact name, email and phone number. Intent is to be able to provide additional information as may occur to those interested.

3.02 PROPOSERS MUST SUBMIT:

One (1) electronic copy, formatted as the original hard copy, and submitted to:

Neal Morphis via email at
citycoordinator@yachatsmail.org

and

One (1) original hard copy on white 8 ½ “x11” recycled paper and six (6) copies
Only one Proposal per Proposer shall be allowed. Proposals must be submitted in sealed envelopes either by hand or postal delivery.
To ensure proper identification and handling, all envelopes shall be clearly marked as follows:

RFQ: Design / Build Team Services for Yachats Library Addition
Attn: Neal Morphis—City Coordinator
Yachats City Hall
PO Box 345 Yachats, OR 97498

PROPOSALS MUST BE DATE AND TIME-STAMPED AS RECEIVED BY THE STATED DEADLINE.

Proposals will not be accepted after the Closing date/time as stated. Failure to comply with this requirement shall result in rejection of the Proposal as non-responsive.

Electronic Submittal shall arrive no later than: **Friday, May 20, 2022**

Hard copies shall arrive no later than Friday, **May 27, 2022**

3.03 RFQ PROTEST AND REQUEST FOR CHANGE

Prospective Proposers may submit a written protest of anything contained in the RFQ and may request a change to any provision, specification or Contract term contained in the RFQ, no later than **ten (10) calendar days prior** to the Submittal **deadline** set in the RFQ. Protest or request for change that is submitted after the submission deadline will not be accepted.

Protests shall be sent to the designated contact for protest of proposer selection at the Addenda that will be emailed to those who registered and listed as interested.

All Addenda shall have the same binding effect as though contained in the main body of this RFQ. Oral instructions or information concerning the specifications of the Project from an individual shall not bind the City of Yachats.

3.04 PROTEST OF PROPOSER SELECTION

City of Yachats will send a notice of Intent to Award to the highest-ranked Proposer or Interview Schedule for the top 2-3 Proposers.

A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a **written** protest of the selection to the City of Yachats no later than four (4) calendar days after receiving the copy of Intent to Award Notice.

Address protests to:

RFQ: Interior Consulting and Design Services for Yachats Library Addition
Attn: Neal Morphis—City Coordinator
Yachats City Hall
PO Box 345 Yachats, OR 97498

3.05 COST OF PREPARATION OF RESPONSE

Each Proposer is responsible for all costs incurred in Proposal preparation and participation in the Proposal evaluation, Award and Contract negotiation processes.

3.06 PROPOSAL REJECTION AND SOLICITATION CANCELLATION

The City of Yachats may reject any and all Proposals prior to Contract execution and may cancel or postpone this RFQ at any time.

3.07 MINOR INFORMALITIES

The City of Yachats and the Library Commission may waive minor informalities in Proposals, evidencing an intent.

3.08 INITIAL NEGOTIATIONS

Once the Library Design Team (LDT) has scored and ranked each Proposer, LDT and City Manager has the right to negotiate a final Contract and will begin negotiating a Contract with the highest ranked Proposer.

3.09 DISPUTES

In case of any doubt or differences of opinion as to the items or Service to be furnished hereunder, or the interpretation of the provisions of the RFQ, the RFQ on file with City of Yachats shall govern along with the decision of LDT with approval from City Manager and City Council.

3.10 CLARIFICATION OF RESPONSES

LDT reserves the right to request clarification of any item in a Proposal or to request additional information necessary to properly evaluate a particular Proposal. All requests for clarification and responses shall be in writing.

3.11 REFERENCES

LDT reserves the right to investigate references including clients other than those listed in the Proposal if known. Investigation may include past performance of any Proposer with respect to its performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of employees and workers. Supportive references are required.

3.12 COLLUSION

A Proposer submitting a Proposal hereby certifies that no officer, agent or employee of the City of Yachats has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion or connection of any kind with any other Proposer and that the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

3.13 PUBLIC RECORDS

All Proposals and protests are public information after the Proposals have been opened and after the protest period ends. However, copies of Proposals will not be provided until the evaluation process has been completely closed and a Contract has been executed with the selected Proposer. Copies of public information may be requested by any person. Therefore, if the Proposer considers any part of its Proposal or protest a trade secret, or otherwise exempt from disclosure under the Oregon Public Records Law, ORS192.311 through 192.338, the Proposer shall clearly designate that portion as confidential in order to obtain protection, if any, from disclosure at the time of submission. See Oregon Revised Statutes 192.311 through 192.338, and 646.461 to 646.475. Application of the Oregon Public Records Law shall determine if the confidential information claimed to be exempt is in fact exempt from disclosure.

3.14 CERTIFICATION OF COMPLIANCE WITH DISCRIMINATION LAWS

Each Proposer, by submitting a Proposal in response to this RFQ, thereby certifies that it has not discriminated against minority, women or emerging small business enterprises, or a business enterprise that is owned or controlled by or that employs a disabled veteran, as that term is defined in ORS 408.225, in obtaining any subcontracts, and that the Proposer is not in violation of any discrimination laws.

As a condition of receiving the award of a Contract under this RFQ, the successful Proposer shall certify, in accordance with ORS 279A.112 that it has in place a policy and practice of preventing sexual harassment, sexual assault, and discrimination against employees who are members of a protected class.

3.15 PROPOSAL VALIDITY

Proposals shall remain valid for a period of sixty (60) days following the deadline set for receiving Proposals.

4.0 PROPOSAL FORMAT, EVALUATION, AND SELECTION

4.01 PROPOSAL FORMAT

The Proposal must be limited in format and length. All Proposals shall be typed and single-spaced, with font size no smaller than 11 point. Proposal pages shall be numbered consecutively. Format will be 8-1/2" x 11" with foldout sheets allowed up to maximum 11" x 17" in size. These sheets will be counted as two pages and shall be labeled as such. Length of the Proposal must be limited to a **maximum of 24 numbered pages** (printed sheet faces). If there is any question as to format requirements, contact the City of Yachats for clarification prior to submittal of the Proposal. **Any pages that exceed the maximum number of pages shall not be evaluated.**

The Proposals must be arranged in separate sections according to the Proposal content requirements described below.

4.01 PROPOSAL FORMAT (Cont)

NOTE: Material with the “***” notation is excluded from the **24**-page maximum count. Cover Letter is included in the maximum page count.

- Divider pages** (only if blank and necessary for copying back-to-back)
- Title page – optional (one page maximum) **
- Resumes**
- Graphic examples of Projects**

4.02 EVALUATION AND SELECTION PROCESS

An evaluation committee:

- Two Library Commission members will do the initial fielding of responses from whoever replies to our advertising. If those two commissioners can narrow the choices down to two candidates, or three in the event of numerous Proposers, then the finalists will be presented to the Library Design Team.
- The Library Design Team will consist of two commissioners, one librarian, library volunteer and one other member of the Yachats community. It will be determined at this point if Interviews will be necessary. The Library Design Team will make the final decision and recommendation to the City Manager and in turn the City Council, which will give final approval for contract ratification.

4.03 PROPOSAL ELEMENTS and EVALUATION CRITERIA

Each Proposal must include responses covering the specific information requested below for each of the categories. Responses shall be presented by category in the order listed below and will be scored by the Evaluators using the number of points available for that category. Note: ‘Proposer’ is to include both the Design Firm and the Construction Firm.

A. Cover Letter/Background (0 - 5 points available)

Each Proposal shall include a cover letter with the following:

- a) A brief summary of Proposer’s experience in the programming and design phases for projects similar to the Project (which will be covered in more detail by Proposer’s response to Proposal Element E below);
- b) A statement that the Proposal is valid for at least sixty (60) calendar days following the Proposal Submission Deadline; and
- c) A statement certifying that no one has a pecuniary interest in the Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer and that the Proposer is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

B. Proposer History/Philosophy (0 – 10 points available)

Each Proposal must provide a brief history of the Proposer’s Firm as well as Proposer’s philosophy for approaching projects similar to this Project. Each Proposal must include the following information:

- a) A description of Proposer’s size, business structure, and hourly rates;
- b) Indicate previous experience of the Proposer: Design Firm & Construction Firm, working together.
- c) Indicate if either Design Professional or Contractor has any previous work with Pellitier & Pellitier and:
- d) Provide a summary of project types including any experience with the coastal

environment.

4.03 PROPOSAL ELEMENTS and EVALUATION CRITERIA (Cont)

C. Project Approach / Schedule / Fee (0 - 35 points available)

Proposals must demonstrate an understanding of Project requirements and the steps necessary to successfully meet the Project goals. Each Proposal must include the following:

- a) A step-by-step detailed description of how the Proposer would approach the Project in order to minimize Project costs, provide Services in a timely manner, and ensure Project quality.
- b) An outline of the elements of the Services to be performed, in the stages and a schedule for the performance of the Service elements;
- c) An indication of how the Proposer will meet Project objectives in a preliminary schedule;
- d) A description of how the Proposer will interact effectively with the Library Design Team, the Interior Designer and with all other Project affiliates.
- e) Fee Estimate: Provide a fee breakdown for each component Design Firm and Construction Firm.
 1. Design Firm:
 - Thru Design Development
 - Construction Documents
 - Construction Administration
 2. Construction Firm:
 - Thru Design Development
 - Construction Documents
 - Construction

D. Experience of Assigned Project Team Members (0 - 25 points available)

Each Proposal shall identify each individual intended to be involved in the Project Services and include the following for each individual:

- a) Diagram of Team composition and responsibilities
- b) Names and titles of all staff and other Design / Build Team members to be assigned to Project (ie Mech./ Elec./ Plumbing/ etc;
- c) Resumes for key staff assigned to the Project that include a summary of the staff professional qualifications and relevant experience, including but not limited to: education, years of experience in design field, any related projects to coastal environment, years in proposed Project capacity, industry licenses, and certification and projects similar in scope, listing the dollar amount, size and short description of the projects.

E. Proposer's Experience (0 – 25 points available)

Each Proposal shall include the following:

- a) A list and brief project description of up to five (5) similar types and sizes of projects, with client name and contact information. List to be of combined efforts or up to 4 each of the two components of the Proposer.
- b) 5 References Total: may be some but not all listed in a) above. Include Project name, contact information (email and phone), size of project, and your involvement in the project.

Total available for all categories together is **100 points**.

4.03 PROPOSAL ELEMENTS and EVALUATION CRITERIA (Cont)

F. Evaluation

Each Evaluator will review and assign a score to each section of the Proposal that corresponds to the section.

Each Evaluator will add up the scores awarded for each criterion and determine the total score out of 100 possible points for each Proposal. After scoring each Proposal in this manner, each Evaluator will rank each Proposal from highest to lowest, with the Proposal ranked #1 being the Proposal with the highest total score. The Proposer with the lowest Total Evaluation Ranking number will be considered as the highest-ranking Proposal for award purposes.

G. Oral Interviews (optional) 50 points

An in-person oral interview may be scheduled if it is determined by the LDT in its sole discretion, to be in the best interests of the Library and the City. The Proposers with the highest final ranking of the written evaluation scores, but not more than three (3), will be invited to an oral interview with the LDT either via Zoom or in person, the choice to be mutually agreed on. Questions used to evaluate the finalists during the oral evaluations will be provided 24 hours prior to the interview. No additions, deletions or substitutions, other than clarifications, may be made to Proposals during the oral evaluations.

After the oral interview evaluations, each Evaluator will assign a score to each oral interview evaluation criterion and the criteria scores for the oral interview evaluation will be summed for each Proposal. After scoring each Proposal in this manner, each Evaluator will add the score for the oral interview evaluation to the previous score for the Proposal for each Proposer. Each Evaluator will add the scores and determine the total score out of 150 possible points for the combination of oral interview and evaluation of the response to the RFQ.

5.0 PROFESSIONAL SERVICES CONTRACT

City of Yachats and the Successful Proposer shall execute the standard Services Contract used by the City of Yachats or an appropriate AIA Contract. Contract will be with the lead firm of the Design – Build Team.

5.01 INSURANCE REQUIREMENTS

Minimum insurance requirements for the Proposer for the Contract are:

- a. Workers Compensation; as required by State Law.
- b. General Liability and Employer's Liability; \$1,000,000.
- c. Professional Liability Insurance, \$1,000,000.
- d. Provide certificates

Cost for insurance shall be included in proposed fees and/or as part of Contractor's overhead and profit, not as an expense item for the project.

5.02 LEGAL COMPLIANCE

Proposer shall comply with all applicable requirements of federal and state civil rights laws and rehabilitation statutes including the Americans with Disabilities Act.

5.03 RECYCLABLE PRODUCTS

The State of Oregon encourages use of recyclable products to the maximum extent economically feasible. The City of Yachats prefers an attempt be made to recycle construction waste as much as is feasible. Construction Documents are to address this in the performance of the Services described in this RFQ.

5.04 EQUAL OPPORTUNITIES

Participation By Disadvantaged Business Enterprises (“DBE”), Minority-Owned Businesses-Woman-Owned Businesses, Businesses Owned by Service-Disabled Veterans (“SDV”) and Emerging Small Businesses (“ESB”).

Any Oregon firm that is certified as a disadvantaged business enterprise, minority-owned business, woman-owned business, business owned by a service-disabled veteran or emerging small business, as defined in ORS 200.005 and pursuant to ORS 200.055 (a “Certified Business Firm”), has an equal opportunity to participate in the performance of contracts.

Proposal, Proposer certifies that it will make good faith efforts to ensure that Certified Business Firms are provided an equal opportunity to compete for and participate in the performance of any subcontracts.

The information submitted in response to this clause will not be considered in any scored evaluation and no evaluative points will be assigned to the information.

NOTE: If any Proposer wishes to access the November 25, 2020 *Library Assessment Report*, that is being used by the Interior Designer, log onto:

www.yachatsoregon.org

- Click on “Document Center”
- In the Document Center, click on “Departments”
- Then click on “Library”
- The Assessment report is the last PDF at the very bottom. It is entitled “Yachats Public Library Assessment 12.10.20.” (The December 10 date in this title was when the report was formally presented.

Yachats Librarian Position Description

April 2022

Overview

The City of Yachats has an active, long-serving library program utilized by residents and visitors alike. Originally founded in 1930 as a lending library, Yachats library programs have evolved and thrived under the leadership and service of volunteers, funded through community resources, private endowments and grants. The library has progressed to the present status of planning for both building and program expansions.

Coinciding with the library's future planning, the State of Oregon now requires the hiring of a professional librarian in order for Yachats Library to retain legal status as a public library. Ideally, this position would start out as a quarter-time position, with possible options of combining the librarian role with another part-time civic position within Yachats or nearby communities. The City of Yachats is committed to equal opportunity, diversity and non-discrimination in hiring practices and respectful treatment in the workplace.

The priorities of this position would include; administrative and organizational oversight of library programs, services, managerial and operational responsibilities, adherence to Yachats Library's operational processes and policies, reporting to the Yachats City Manager, and building and maintaining positive partnerships with relevant civic associates and members of the public.

Position Duties and Responsibilities

- Recruitment, selection, training and supervision of library volunteers, including volunteer scheduling and ongoing team building.
- Oversight and administration of current Yachats Library operational practices, policies and procedures, including patronage and collections. This role includes compilation and reporting of state-required library data and statistics.
- Tracking of usage and effectiveness of library programs, services and IT needs.
- Development of library program budget, including short and long-term goals for programs and services in alignment with the library's mission and budget.
- Maintain knowledge of current library trends and developments across public library systems, including technological advances and patron-driven requirements.
- Management, tracking, organization and maintenance of library inventory, equipment and supplies. Duties require accurate knowledge of specifications, vendors and governing protocols for larger purchase orders.
- Ongoing attention to physical library facility, grounds and building maintenance needs, reporting any noted repair or replacement issues to appropriate parties.
- Demonstrate open communication, ongoing reporting and information sharing with the Yachats Library Commission, with routine updates provided to the Yachats City Manager, and maintaining a positive community presence. As needed, this may include service and collaboration with library partners and professional committee endeavors that serve to advance the Yachats Library and its value to the community.

- Provide professional insight into library developments, projects and progressive practices.
- Actively participate with grant applications, administration and stewardship of library endowments.

Minimum Qualifications

- Bachelor's Degree, preferably in Library Science from an ALA-accredited institution, plus (5) years' experience as a librarian in a public library setting.
 - Added value will be applied to candidates with Bachelor's or Master's Degree in Library Science or those with three (3) to five (5) years of actual supervisory experience.

Minimum Qualifications (continued)

- Other combinations of education and experience may be given consideration if the applicant demonstrates evidence of transferrable knowledge and skill sets.
- The selected candidate must be willing to maintain a physical presence in the Yachats area, even if the individual is not a Yachats resident or is unable to relocate to the area.

Required Knowledge, Skills and Proficiencies

- Comprehensive knowledge and experience with library sciences, principles and practices of library management, and alignment with ALA mission and goals for public library institutions.
- High-level oral and written communication skills - ability to convey and clarify information and policies to library staff and peers, pertinent authorities, professional experts, and the general public.
- Proficiency in computer operations; use of relevant library software programs, including word-processing and financial software systems, and library-level internet research.
- Effective organizational and time-management skills, efficiency in meeting deadlines, with capacity to appropriately discern what tasks should be personally achieved and which ones can be reliably delegated.
- Ability to address and resolve problem issues or matters of conflict with affirmative and non-inflammatory communication skills.
- Practices active listening and welcomes new information and recommendations from all sources. Similarly, interactions that call for disagreement or denying requests are performed with respect and dignity towards the individual advocate or interested coalition.

Physical Working Conditions

- Competent to perform duties and interactions in an office environment, subject to background noise and unscheduled interruptions.
- Ability to travel for work-related meetings, errands and events.
- Ability to move or lift materials up to 25 pounds.

- Ability to stand, sit, walk, kneel, bend, crawl, climb or reach necessary heights as needed when filing and organizing library books and printed matter, audio-visual media and technical equipment.
- Vision and hear at or correctible to accepted standard “normal” ranges.
- Requested reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Salary

Salary will be determined by the selected candidate’s experience and in alignment with salary ranges for Oregon librarians.

Interested applicants may submit a letter of application and resume to:

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