

LIBRARY & HISTORY MUSEUM DIRECTOR



ABOUT BARTLESVILLE



A diverse city with a rich history in business and the arts, Bartlesville is located in Northeast Oklahoma, about 50 miles of easy highway driving north of Tulsa. Home to about 37,000 people, Bartlesville is a small city with a big heart — and big-city amenities as well.

Bartlesville is a charter city with a council/manager form of government. The City Manager oversees all City operations and is responsible for all departments and employees, with the exception of the City's attorney, municipal judge and treasurer, which, along with the city manager, are appointed directly by the City Council.

The City of Bartlesville consists of 24 departments, 18 of which are financed through the General Fund. Six are Enterprise Funds. General Fund departments make up the general operations of the City, including the two largest, Police and Fire, as well as Streets, Parks and Recreation, Engineering and Community Development. Enterprise Funds include Water, Wastewater, Sanitation and Golf.

Bartlesville is a great place to live, work and play, catering to families of all sizes and structures. Bartlesville Public School District, one of the top five districts in the state, offers general and advanced education for students pre-K through 12th grade, and older students have the option of two universities, Oklahoma Wesleyan University, which has an extensive Bartlesville campus, and Rogers State University, which is based in Claremore, Oklahoma, but offers on-site instruction at a complex in the heart of the city's beautiful downtown — a thriving and growing community offering restaurants, shopping and business, thanks to the foresight of community leaders and volunteer groups.



BARTLESVILLE STATISTICS

Population	37,290
Median Age	38.5
Median Income	\$53,098
Median house/condo	\$159,900
Median Rent	\$750
Year Incorporated	1897
Land Area	21.1 miles





LIBRARY & HISTORY MUSEUM DIRECTOR

The City of Bartlesville, Oklahoma, seeks a highly motivated, experienced and visionary leader to serve as the Library Director. The Library Director reports directly to the Assistant City Manager and plans, organizes and administers a comprehensive program to provide leadership and direction to the Library and History Museum staff as well as interprets the goals and policies of the City Council under the direction of the Assistant City Manager and City Manager.

The Library & History Museum Director supervises and directs all activities of the Library and History Museum while also developing, communicating and monitoring policies, procedures and standards for both the Library and History Museum. The Library & History Museum Director will also plan long-range goals, objectives, organizational structure and overall direction for the Library and History Museum. This position also provides overall direction of the operational and developmental phases within the Library and History Museum as well as plans, allocates and monitors time, people, equipment and other resources for the Library and History Museum to ensure efficient organization and completion of work. The director will also work with the Library's advisory board.

REQUIRED

Valid State Driver's License

QUALITIES

A comprehensive employment survey recently completed by the Library & History Museum showed that **85%** of Library and History Museum personnel are satisfied with their jobs.

When asked what qualities the departments most valued in the next director the answers were: a sense of teamwork, fairness, honesty, open to new ideas and ethical. The employees have a great appreciation for the community they serve and their coworkers.

EDUCATION/EXPERIENCE

The City desires an applicant with a bachelor's degree from an accredited four-year college or university in Library Science or a related field, supplemented with a Master's degree in Library Science; and, six or more years of progressively responsible experience; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Applicants should also have at least three years administrative and supervisory experience.

LIBRARY & HISTORY MUSEUM PERSONNEL

<u>Title</u>	<u>No. of Positions</u>
Acquisitions Clerk (Library)	1
Asst. Library & History Museum Director	1
Library & History Museum Director	1
Cemetery Relations Coordinator	1
Circulation Supervisor	1
Collections Manager (H.M)	1
History Museum Assistant Part-time	3
Librarian	2
Library Assistant Full-time	1
Library Assistant Part-time	8
Library Literacy Coordinator	1
Library Specialist	3
Museum Coordinator	1
Museum Registrar	1
Senior Librarian	2



COMPENSATION

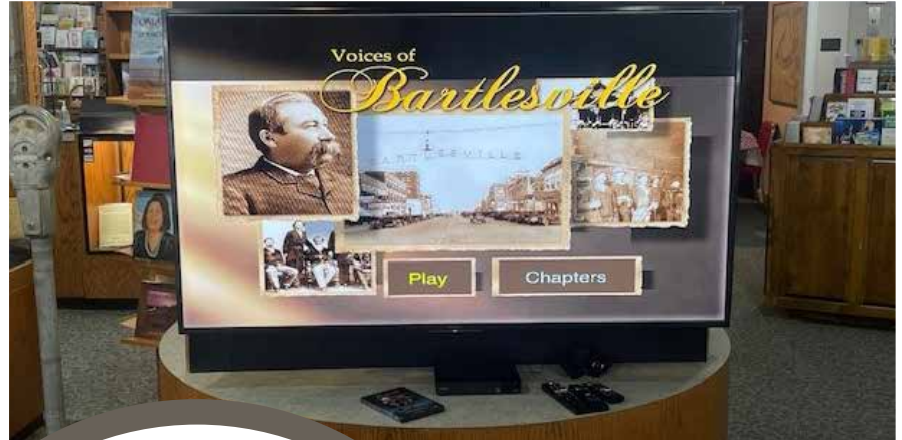
The pay range for the Library & History Museum Director for the City of Bartlesville is \$93,808-\$140,712 and is commensurate with experience and qualifications.

A city issued cell phone and iPad are provided, as well as an attractive benefits package.



EMPLOYEE BENEFITS

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- STD & LTD Disability Plans
- Cafeteria Plan
- Flexible Spending Card
- Retirement Plan
- Deferred Compensation Plan
- Vacation
- Sick Leave
- Attendance Bonus
- Family Sick Leave
- 11 Holidays
- Longevity Pay (after 5 years)



HOW TO APPLY

For additional information on this exceptional opportunity, please contact Human Resources Director Laura Sanders at 918-338-4221 or hr@cityofbartlesville.org

Submit applications to the Human Resources Department at <https://www.cityofbartlesville.org>

or

Email to: hr@cityofbartlesville.org



RESOURCES

City of Bartlesville Website:

www.cityofbartlesville.org

Bartlesville Chamber of Commerce:

<http://www.bartlesville.com>

“Why Bartlesville” videos:

<http://www.bartlesville.com/why-bartlesville>

