**[Name] Library Board**

SAMPLE

**Library Manager Job Description**

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**General Description:** The Library Manager is responsible for implementing the library’s Plan of Service through the operations of the Library. The Library Manager ensures that the library meets the needs of the residents of the community as defined in the Plan of Service.

**Position Reports to:** [Name] Library Board. The Board Chair shall serve as the liaison between the Board and the Library Manager in between Board meetings.

**Direct Reports to Position:**

* Assistant Manager
* Circulation Clerk
* Interlibrary Loan Clerk

**Responsibilities:** The Library Manager has responsibilities in the following areas:

1) The Library Board

* Cultivates a healthy, mutually empowering relationship with the Library Board. Supports the Board’s work.
* Attends Board meetings.
* Provides regular reports to the Board on all matters essential to the effective functioning of the Library and the Board.
* Provides professional expertise, prompt and accurate Library information and opinions to the Board.
* Understands the framework for public library service in Alberta.
* Understands, applies, and explains applicable laws, including the *Libraries Act* and *Libraries Regulation.*
* Assists Board Chair in identifying assignments to working committees of the Board and developing Board leadership.
* Ensures implementation of the Board’s vision and strategic direction outlined in the Plan of Service.
* Performs ongoing evaluation to help the Board gage the success of the Plan of Service.
* Ensures accurate statistics are kept. Documents library use in terms of community impact and value.
* Drafts and recommends policy for consideration by the Board.
* With the Board, develops HR policies that support a healthy work environment and meet applicable standards.
* Participates in Board and committee activities as required.
* Orients new Board members to Library operations.

2) General Administration

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* Ensures implementation of the Board’s vision and strategic direction outlined in the Plan of Service.
* Directs policy implementation and administers the organization.
* Develops procedures that guide safe, efficient and effective library operations.
* Manages the day-to-day operations of the Library.

3) Personnel Administration

* Provides effective leadership of staff.
* Plans for and supports staff development.
* Contributes to effective decision making regarding library services and programs.
* When leading meetings, manages the meeting to optimize information sharing and decision making.
* Applies effective change management strategies to assure effective implementation of change and acceptance by stakeholders.
* Understands and applies legal standards and requirements for human resources (HR)/personnel management.
* Builds a productive workforce through effective recruitment and selection.
* Creates an organizational structure that enables a culture of teamwork and exemplary service.
* Empowers and supports employees to deliver effective, high quality library service.
* Engages staff in coaching conversations.
* Establishes effective strategies for performance management.
* Ensures that library volunteers are recruited, trained, and evaluated effectively.

4) Financial Control

* Understands and employs basic budget and finance concepts and terminology.
* Establishes strategic financial management processes, using sound financial judgment.
* Oversees the library’s financial tracking.
* Provides monthly financial reports to the Board.
* Sits as a member of the Board Finance Committee, which prepares the annual budget.
* Initiates and prepares applications for funding for projects and programs, and follows through on reports of expenditures, as required.

5) Relationship Management

* Cultivates a presence and relationship with municipal council. Cultivates a good working relationship with municipal employees as applicable.
* Seeks to expand and deepen other community leaders’ awareness and understanding of the public library.
* Contributes to the planning efforts of the municipality and other community organizations.

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* Cultivates a healthy working relationship with the Friends of the Library.

SAMPLE

* Builds relationships with other key agents in Alberta’s public library sector, including the local library system, Public Library Services Branch, and other associations and entities. Attends relevant meetings.
* Ensures effective and friendly representation of the Library to the community. Promotes increased public awareness of the Library.
* Represents the Library at community functions.

6) Other Professional Responsibilities

* Keeps abreast of current developments in library services and programs through attendance at training workshops, seminars and conferences as budget allows.
* Assumes other duties as required.

**Qualifications:**

* A post-secondary degree in library & information studies, a library technician diploma, or other related training or experience.
* At least three years’ experience in a supervisory or management role.
* Canadian citizen or able to work in Canada.
* Leadership ability.
* High emotional intelligence.
* Act as a liaison between Board and staff.

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* Interpret Board policy decisions to staff.
* Develop plans of action, and carry them through to their successful completion.
* Recognize and set priorities and to use initiative and independent judgment in a wide variety of situations.
* Select, develop, motivate and evaluate staff.
* Build strategic partnerships and community coalitions, and foster positive relationships.

**Working Conditions:**

* Occasional evening or weekend work, or shift work.
* Occasional work with difficult clients.
* Valid driver’s license.

**Physical Requirements:**

* Occasionally stand for extended periods of time.
* Occasionally lift up to 35 pounds.

**[Name] Library Board**

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**Volunteer Shelver Job Description**

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SAMPLE

**Purpose:** The Volunteer Shelver at [name] Public Library assists library staff in reshelving returned library materials in the correct order.

**Location:** The Volunteer Shelver will work at the main branch of the [name] Public Library.

**Key Responsibilities:**

The Volunteer Shelver:

* Checks the book drop regularly for returned materials and returns them to the shelving cart.
* Reshelves returned books and other materials in the correct Dewey Decimal order.
* Brings items from the shelves that are in poor condition to library staff for possible weeding.
* Answers patrons’ directional questions. Refers patrons to other Library staff members for other assistance.

**Position Reports to:** Assistant Manager

**Length of Appointment:** The Volunteer Shelver will serve throughout the year, primarily on evenings and weekends.

**Time Commitment:** The Volunteer Shelver will provide up to 15 hours a month.

**Qualifications:** No previous library experience required. Customer service experience and knowledge of the Dewey Decimal system is an asset.

**Support Provided:** A one hour orientation to the layout and structure of the library, and the process of shelving, will be provided. The Volunteer Shelver will always be in the library with another library employee who will be able to answer any patron questions the Volunteer Shelver cannot answer. Library staff are always available to answer questions and provide other assistance as needed.

**Benefits Provided:** All Volunteer Shelvers will receive a free individual library card annually for the duration of their volunteer service. Volunteer shelvers will be recognized with other library volunteers at the Library’s annual Volunteer Appreciation Lunch.