

Section: Employee Job Descriptions

Lib-07-002

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Title: Library Manager

Library Manager Job Description

Reports To: Library Board, Board Chair

Purpose: Under the direction of the Library Board, 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.

Direct Reports:

1. Library Services Coordinator (1)
2. Library Assistant (2)
3. Library Summer Programmer (1)

Duties, Responsibilities, and Authorities:

1. **The Library Board:**
 - a. Cultivates a healthy, mutually empowering relationship with the Library Board. Supports the Board's work.
 - b. With the Board Chair, set the agenda and schedules all board meetings, sends out the board package in advance of all meetings.
 - c. Attends Board meetings.
 - d. Provides regular reports to the Board on all matters essential to the effective functioning of the Library and the Board.
 - e. Provides professional expertise, prompt and accurate Library information and opinions to the Board.
 - f. Understands the framework for public library service in Alberta.
 - g. Understands, applies, and explains applicable laws, including the Libraries Act and Libraries Regulation.
 - h. Assists Board Chair in identifying assignments to working committees of the Board and developing Board leadership.
 - i. Ensures implementation of the Board's vision and strategic direction outlined in the Plan of Service.
 - j. Performs ongoing evaluation to help the Board gauge the success of the Plan of Service.
 - k. Ensures accurate statistics are kept. Documents library use in terms of community impact and value.
 - l. Sits as a member of the policy committee, which drafts and recommends policy for consideration by the Board, including HR policies that support a healthy work environment and meet applicable standards.

- m. Participates in Board and committee activities as required.
- n. Orients new Board members to Library operations.

2. General Administration

- a. Ensures implementation of the Board's vision and strategic direction outlined in the Plan of Service.
- b. Directs policy implementation and administers the organization.
- c. Develops procedures that guide safe, efficient and effective library operations in alignment with library policy.
- d. Manages the day-to-day operations of the library.
- e. Works 35 hour/week with the expectation for on-site supervision, as well as occasional evening and weekend coverage.

3. Personnel Administration

- a. Selects, develops, motivates, and conducts annual performance appraisal of all staff.
- a. Provides effective leadership of staff.
- b. Plans for and supports staff development.
- c. Contributes to effective decision-making regarding library services and programs.
- d. Leads meetings and manages the meeting to optimize information sharing and decision making.
- e. Applies effective change management strategies to assure effective implementation of change and acceptance by stakeholders.
- f. Understands and applies legal standards and requirements for human resources (HR)/personnel management.
- g. Builds a productive workforce through effective recruitment and selection.
- h. Creates an organizational structure that enables a culture of teamwork and exemplary service.
- i. Empowers and supports employees to deliver effective, high quality library service.
- j. Engages staff in coaching conversations.
- k. Establishes effective strategies for performance management.
- l. Ensures that library volunteers are recruited, trained, and evaluated effectively.
- m. Acts as a liaison between Board and staff.
- n. Interprets Board policy decisions to staff.

4. Financial Control

- a. Understands and employs basic budget and finance concepts and terminology.
- b. Establishes strategic financial management processes, using sound financial judgment.
- c. Oversees the library's financial tracking.
- d. Provides monthly financial reports to the Board.
- e. Prepares the annual budget with the board chair or designate.
- f. With the support of the Board, initiates and prepares applications for funding for projects and programs, and follows through on reports of expenditures, as required.

5. Relationship Management

- a. Cultivates a presence and relationship with municipal council by building a good working relationship with official-to-official and employee-to-employee.
- b. Seeks to expand and deepen other community leaders' awareness and understanding of the public library. Strives to build and maintain mutually beneficial relationships.
- c. 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.

- d. Ensures effective and friendly representation of the library to the community. Promotes increased public awareness of the library.
 - e. Represents the Library, along with the board chair at community functions as recommended by the board.
6. **Other Responsibilities**
- a. Keeps abreast of current developments in library services and programs through attendance at training workshops, seminars and conferences as budget allows.
 - b. Assumes other duties as directed by the board.
 - c. Develop plans of action and carries them through to their successful completion.

Knowledge, Skills, and Abilities

Required:

1. **Education and Training:**
 - a. A post-secondary degree in library & information studies, a library technician diploma, or other related training or experience at the discretion of the board.
 - b. Satisfactory Vulnerable Sector Check from the Police Service required prior to hiring
2. **Experience/ Ability:**
 - a. At least one years' experience in a supervisory or management role.
 - b. Leadership ability.
 - c. High emotional intelligence.
 - d. Technical experience with Microsoft office and social software applications necessary for decision making.
 - e. Ability to recognize and set priorities and to use initiative and independent judgment in a wide variety of situations.

Preferred:

1. **Experience/ Ability:**
 - a. Experience with Library specific software applications (e.g., Integrated Library System – Polaris)
 - b. Experience in a library environment.
 - c. Experience scheduling staff.

Latest Revised Date: April 4, 2023