

Schedule "B"
LIBRARY MANAGER JOB DESCRIPTION

1. Collection Development:

- 1.1 Evaluate the Library Collection for purposes of addition and/or deletion of titles.
- 1.2 Select and order all Library materials including reference and periodicals.
- 1.3 Maintain the collection in good repair and order.
- 1.4 Do a yearly inventory.
- 1.5 Keep an up-to-date automated catalogue.
- 1.6 Weed out materials periodically.
- 1.7 Correlate book orders to Patron requests.

2. Programs and Patron Services:

- 2.1 Assist Patrons in locating and using Library materials and services.
- 2.2 Carry out circulation services to the Patrons; checking materials in and out of the Library, levying overdue book fines accordingly, re-shelving books, and keeping shelves clean and tidy.
- 2.3 Determine need for, plan and carry out appropriate Library related programming for all ages.
- 2.4 Maintain an active public relations program, in conjunction with the Board.
- 2.5 Maintain records of all Library activities, both statistical and descriptive.
- 2.6 Process Interlibrary Loans.
- 2.7 Develop and maintain a volunteer program.
- 2.8 Train, supervise and evaluate temporary and volunteer staff.

3. Relations with the Board:

- 3.1 Act as technical advisor to the Board.
- 3.2 Recommend Policies to the Board.
- 3.3 Carry out all approved Policies of the Board.
- 3.4 Attend Board meetings as required.
- 3.5 Keep the Board fully and regularly informed on all aspects of Library operations and programs.
- 3.6 Consult with the Board on instances of out of the ordinary expenditures.
- 3.7 Present a summary of what has occurred and how projects are progressing for each scheduled Board meeting.

4. Other Responsibilities:

- 4.1 Prepare the Annual Report and Survey and assist the Board in preparing the Annual Budget.
- 4.2 Know Provincial and local Library Legislation.
- 4.3 Maintain a regular program of professional development.
- 4.4 Be alert to opportunities for alternate sources of funding.
- 4.5 Submit all necessary documentation to Northern Lights Library System.
- 4.6 Coordinate all Library records as it pertains to the Freedom of Information Act.
- 4.7 Perform any other duties as required.

5. Pay Grid:

\$20 \$21 \$22 \$23 \$24 \$25

- 5.1 The Board will conduct a performance review annually on the anniversary of the date of hire and advise the St. Paul County Payroll Department of any increment.