

## Appendix E

### **JOB DESCRIPTION - LIBRARIAN**

#### ROLE

- To organize and supervise all aspects of the library operations.
- To work with Board, volunteers, staff and other organizations to achieve the objectives and strategies.
- To use the funding provided by the Board, within the budget guidelines so that maximum purchasing power is achieved.
- To be sensitive and accommodating to patrons requests and expressed desires for changes in hours, materials and services. Faithfully report same to the Board so that changes can be considered and changed.
- To respect the policies and maintain the collection according to the guidelines.
- To hire library staff who will maintain the library premises: serve the public well, and maintain the collection with care and attention to detail.
- To raise the library profile in the community.

#### ACTION TO ACCOMPLISH ROLE:

##### Collection:

- Evaluate the library collection for purposes of addition and/or deletion of library materials.
- Arrange materials, furnishings, display work and study areas, to achieve maximum use of facilities.
- Select and order all library materials following policy guidelines and budget restrictions.
- Classify and process all acquired materials.
- Maintain the library collection in good order and repair.
- Be sensitive to patrons requests and inform them when materials are received or if request requires board approval, inform patron it will be discussed at next board meeting and relay the outcome to the patron.
- Organize and schedule annual inventory. Extra help may be hired at this time to do the job quickly.

##### Programs and Services:

- Assist patrons in location and use of library materials and services. Good use of signage to direct patrons to areas they desire without having to ask.
- Maintain an active public relations program in conjunction with the board.
- Plan a summer reading program each year. Wide advertising in Village, neighboring summer resorts, local newspapers and local radio stations.
- To conduct story hours - advertise as above.
- Organize and conduct school class visits.
- Assist board in fund raisers.

##### Staff: (paid and volunteer):

- To select and hire the assistant librarian and if necessary dismiss.
- Train, supervise and evaluate all staff
- Maintain personnel records.
- Facilitate professional development of staff.

To develop and maintain a volunteer program.

#### Administrative Duties:

To receive all mail, sort and distribute approved bills to treasurer under budget guidelines.

To prepare and deposit moneys received.

To notify chairman of board, of letters requiring immediate attention.

To present correspondence to chairman for discussion at board meetings.

To purchase supplies needed for material processing and operation of library.

To keep records of books, videos and materials lent to patrons, in order to assist in decisions regarding additions/deletions from the collections.

To prepare and present a draft annual budget for board approval.

To prepare the library's annual report.

#### Relation with the Board:

Act as a technical advisor to the board.

Recommend policies to the board.

Carry out all approved policies of the board.

Attend board meetings and provide a monthly report of library operations and programs.

#### Other Responsibilities:

Assist staff in circulation and in processing materials as required.

Be familiar with local and provincial library legislation.

Participate in provincial library associations.

Attend Quarterly NLLS Librarians Council meetings.

Act as the designated FOIP Head.

Pursue courses and conferences in order to update librarian skills.

Janitorial duties as required.

#### Qualifications:

Grade XII education.

Rural Library Training Certificate preferred.

Several years related experience.

Management and people skills.

Computer Skills.