

# Metro Kalyn Community Library

Appendix B1

## Metro Kalyn Community Library Policy Handbook

Index Code: B-4

Category: Personnel

Topic: Job Description-Library Manager

Sept. 13, 1993

## LIBRARY MANAGER

### GENERAL DESCRIPTION

The Library Manager is accountable to the Library Board through the Chairperson of the Board. The Library Manager is responsible for integrating the decision making of the Board with the operations of the Library.

### SKILL LEVEL

Effective interpersonal skills are required in order to work effectively with the Board, staff, volunteers and the community. Specific qualities include the following:

- Ability to interpret Board policy decision to staff.
- Ability to analyze Library problems in preparation for Board action.
- Leadership, coordination, initiative and independence.
- Demonstrated administrative skills.
- Demonstrated supervisory skills.
- Effective public speaking and written communication skills.
- Previous public library experience.

### RESPONSIBILITIES

The Library Manager has responsibilities in the following areas:

#### The Library Board-

- Supports the Board Members by providing prompt and accurate information and ongoing assistance.
- Provides regular written reports to the Board and acts as a liaison between the Board and staff.
- Maintains a good working relationship with the Library board.
- Participates in Board and committee activities as required.

#### Administration-

- Directs policy implementation and administers the organization.
- Manages the day to day operations of the Library.
- Establishes objectives, based on Board direction, for the operational areas of the Library.

#### Personnel Administration-

- Interprets Board policy decisions to staff.
- Provides input into the hiring of staff and accepts responsibility for supervising and evaluating staff.
- Monitors staff progress, suggests further training and provides motivation.
- Accepts responsibility for staff performance.

#### PLANNING-

- Suggests policy to be set by the Board.
- Assesses needs for new programs.
- Prepares long and short term program plans and proposals in consultation with the Board, staff, volunteers and other community organizations.
- Establishes ongoing plans for existing Library activities.
- Evaluates program achievements.

#### FINANCIAL CONTROL-

- May administer Library funds according to the approved budget and Board policies.

#### PUBLIC RELATIONS-

- Promotes increased public awareness of the Library in accordance with Board policies.
- Ensures effective representation of the Library to the community.

#### EXPECTED END RESULTS

The Library Manager is ultimately expected to maintain harmonious mutually-supportive working relationships between the Board, staff and volunteers and thereby contribute to the furtherance of the Library's goals.

#### PRINCIPAL DUTIES OF THE LIBRARY MANAGER

##### Primary Functions:

1. Attend Board meetings.
2. Recommend policy to the Board.
3. Keep the Board informed about the Library's operations.
4. Provide advice to the Board.
5. Participate in Board committee activities.
6. Assist with preparation of agenda for Board meetings.
7. Prepare written reports for Board meetings.
8. Plan, implement and evaluate program policies in accordance with Board policies.
9. Orient new Board members to the Library and its operations.
10. Engage in community relations.
11. Manage the day-to-day operations of the Library in accordance with Board policies in particular, but not limited to, the Procedures Manual of Metro Kalyn Community Library.
12. Provided service to the community.

##### Secondary Functions:

1. Recruit new volunteers.
2. Train volunteers.
3. Represent the Library at community functions.
4. Attend seminars, workshops, conferences and other meetings, if possible, as arranged by the Board.

## THE RELATIONSHIP BETWEEN THE LIBRARY MANAGER AND THE BOARD CHAIRPERSON

The Library Manager and the Board Chairperson work together to:

- Identify community needs
- Define and realize Library goals
- Provide leadership for the development of programs and services in accordance with the Board's policies
- Develop an organizational structure that supports programs and services with Board approval
- Evaluate the Library
- Create an atmosphere in which change can take place harmoniously
- Maximize the contributions of all Library personnel, including staff as well as volunteers
- Share leadership with other agencies within the community with similar goals, values, and convictions in order to determine community futures
- Develop and maintain a sense of trust and confidence in each other
- Resolve problems with individual Board members
- Plan and prepare for Board meetings
- Set priorities