

Gibbons Public Library

Library Manager Job Description

Appendix "E" PP-b 02/10

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Areas of Authority

The manager holds a key leadership position in the organization. Under the authority of the board, the manager assumes complete responsibility for carrying out assigned policies and regulations. The manager has the authority to direct the implementation of the organization's programs and services, and is responsible for the hiring, and management of all staff members and volunteers.

Summary of Responsibilities

The Library Manager:

- Is current with all aspects of the library's procedures
- Directs the day-to-day operations
- Implements policy
- Hires, trains, delegates, supervises, evaluates and releases staff
- Attends all board meetings, and is invited to all committee meetings
- Acts as a consultant to the board and its committees
- Maintains a regular program of professional development
- Has knowledge of Provincial and local legislation

Key Responsibilities

A. *Policy Management*

The manager:

- Administers the day-to-day operations of the organization
- Directs the staff's implementation of policy
- Prepares procedure statements for board policies
- Supports board committees as needed, while refraining from doing the work of the committees.

B. *Strategic Planning*

The manager:

- Conducts a survey to identify emerging issues that affect the organization, such as the increased need for technological resources, popular materials required or requested for the library.
- Sets specific goals and outcomes, under the direction of the board
- Evaluates the library collection to identify needed material
- Places orders for library material within the budget
- Weeds outdated material and non-circulating material

C. *Visioning*

In cooperation with the board, the manager:

- Participates in the creation of an organizational vision
- Develops programs and services that work towards the vision, within the policy guidelines set by the board.

D. Leadership

The manager:

- Works in collaboration with staff, and relevant community agencies and groups, to accomplish objectives and to fulfill responsibilities.
- Encourages team-building by facilitating open communication and positive working relationships with staff.
- Establishes control and follow-up mechanisms for the organization.

E. Program Management

The manager:

- Facilitates the research, planning, development, implementation, and evaluation of programs and services.
- Makes sure that programs and services meet the board's policy guidelines, and reflect the board's priorities.
- Supervises the implementation of the organization's programs and services.

F. Personnel Management

The manager;

- Interprets board policy decisions to staff
- Hires, supervises, evaluates, and releases staff
- Trains and motivates staff
- Sets clear, results oriented goals, with realistic and measurable outcomes
- Supports goal achievement, and coaches and monitors performance
- Assists individuals in developing the necessary skills to be successful within the organization
- Supports and encourages staff initiatives
- Observes and evaluates ongoing performances
- Provides regular, appropriate, and constructive feedback
- Supervises the recruitment, selection, orientation, and training of service volunteers

G. Financial Management

The manager:

- Prepares the Annual Report and Survey for the Provincial Government
- Identifies and researches funding opportunities
- Implements the board's policies for the allocation and distribution of resources
- Maintains sound bookkeeping procedures
- Provides the board with regular statements of revenues and expenditures
- Administers the funds of the organization, according to the budget approved by the board

H. Manager's Performance Appraisal Process

The manager:

- Cooperates with, and participates in the performance appraisal process
- Assists in the assessment of outcomes
- Recommends change when necessary
- Informs the board about situations that affect the manager's ability to meet his/her goals.