

Holden Municipal Library

POLICY: Chief Library Clerk Roles and Responsibilities

In order to effectively fulfill the mission and stated objectives of the Library, the Board of Trustees believes coordination of services under a Chief Library Clerk is preferred.

Role Title: Chief Library Clerk

Role Summary: The Chief Library Clerk is responsible and accountable to the Board of Trustees. The Clerk will organize and supervise all aspects of operation of a small public library in a rural area. The Chief Library Clerk will work with the Board of Trustees, staff, volunteers and other organizations, to achieve the goals and objectives of the Library, in the areas of collection development, services and programs.

Responsibilities

Relation with Board of Trustees:

- ◆ Carries out all approved policies of the Board
- ◆ Recommends needed policies to the Board
- ◆ Attends all Board meetings, except those portions dealing with Clerk's own salary, benefits and job evaluation
- ◆ Acts as a technical and technological advisor to the Board
- ◆ Keeps the Board fully and regularly informed on all aspects (including financial) of Library operations and programs
- ◆ Consults with the Board on instances of extraordinary expenditures
- ◆ Advises Board on staff relations, including evaluation of casual or part-time staff
- ◆ Carries out any other duties as may be delegated by the Board

Relation with Staff/Volunteers:

- ◆ Supervises, trains and evaluates all staff and/or volunteers

Collection Development:

- ◆ Evaluates the Library collection for the purposes of addition and / or deletion of materials
- ◆ Selects and orders all Library materials
- ◆ Ensures classification and processing of all materials
- ◆ Appropriately manages and maintains the collection in good order
- ◆ Supervises, trains and evaluates all staff and/or volunteers

Programs and Services:

- ◆ Assists patrons in location and use of Library materials and services
- ◆ Determines need, plans and carries out appropriate Library related programming for all age groups

- ◆ Maintains an active public relations program, in conjunction with the Board of Trustees, to promote public library service in the community
- ◆ Maintains records of all Library activities, both statistical and descriptive. Maintains a patron records management system in compliance with the Freedom of Information and Protection of Privacy Act

Other:

- ◆ Assists in preparing the annual budget and estimate of revenues, with the Chairman and Treasurer of the Board
- ◆ Is familiar with local and provincial library legislation
- ◆ Is alert to opportunities for alternate sources of funding for the Library
- ◆ Works in cooperation with Northern Lights Library System staff for improved library service
- ◆ Is a member of the Library Association of Alberta

Personal Qualities:

- ◆ Demonstrates a flexible attitude and ability to work with a variety of personalities
- ◆ Shows initiative and imagination in carrying out duties
- ◆ Has good communication and organizational skills
- ◆ Has a desire to work with the Board, staff and general public
- ◆ Demonstrates maturity and is responsible in the discharge of duties

Reviewed and amended: August, 1999