

4. Policy – Personnel

- 4.1.** The Three Cities Public Library is in E.H. Walter School and operates in conjunction with the E.H. Walter School Library, The Library Manager may also be employed by Buffalo Trail Public Schools Regional Division No. 28.

Qualifications for employment, working conditions and conditions of employment will be determined by Buffalo Trail Regional Division policy, when a joint employee exists.

4.2. Job Description of the Library Manager

4.2.1. Will work with the Board, staff, and volunteers to achieve Library's goals and objectives.

4.2.2. Serve as staff member to the Board and is responsible to the Library Board.

4.2.3. Is an ambassador for goodwill for the library and the Library Board; policies set by the Board become the policies that are conveyed to your staff, volunteers, patrons, and the public in a positive manner.

4.2.4. Will work within the political and social structures of the community we serve.

4.2.5. Will organize and supervise all aspects of operation of a small public library in a rural setting.

- Manage the everyday business of running the library. Every aspect of the operation of the library is your responsibility as manager, in accordance with the policies, budget and guidelines set by the Board and the Northern Lights Library System.
- Will engage in strategic planning and Plan of Service development - assessing community/use needs, setting objectives, evaluating, measuring effectiveness of library programs and recommending policy to Board.
- Responsible for the management of the library, its inventory, and the library's working relationship with the Northern Lights Library System. Effective collection development practices (including selection and weeding), maintenance of books and minor repairs; processing of requests from users with a valid TRAC/TAL card and from other libraries and patrons in the province recognized by the TAL Card.
- Responsible for the delivery and pickup of library materials from the post office weekly.
- A library manager's report will be submitted to the Board for each Board meeting, reporting on library's successes and challenges, including statistics.
- You will supply Northern Lights Library Headquarters with reports as requested in their calendar.

4.2.6. The Library Manager, staff, and volunteers will strive to keep abreast of new library developments.

- This includes relevant provincial and federal legislation that will improve or affect services offered.
- Make effective use of library development resources. You will adapt to new ideas and changing methods to offer improved library services.

4.2.7. The Library Manager is responsible for patron services

- You/staff/volunteers are to project an image of competence and courtesy, communicating positively and effectively with the public we serve. You, staff/volunteers will provide guidance in the use of all library resources.
- Provide reference and reader's advisory services.
- Maintain awareness of and implement current and emerging technologies for the benefit of library patrons. You will use a variety of electronic tools (email, online databases, web sites, etc.) also performing troubleshooting on computers and other library equipment.
- If there is an issue with a public library patron, it is the Manager's responsibility to endeavor to resolve the problem in a courteous manner. The incident should be included in the library manager's board report as well as recommendations, for Board's approval, on new/revised policies or procedures required in this regard.

4.2.8. Will utilize appropriate problem-solving and decision-making skills to further the goals and objectives of the library.

4.2.9. Is responsible for the staff and volunteers; their training and performance and will abide by the Employment Standards Code, Labour Relations Code, Human Rights Legislation and relevant federal and provincial acts.

- If there is a performance issue with your staff member/s or volunteer/s, you are responsible for speaking with the staff member/ volunteer and documenting the discussion for inclusion in their personnel file. You will keep the Board apprised of issues. This incident will be included in the library manager's report with resolution/ future required action.
- Ensure orientation of new staff and volunteers, including in depth review of our library's mission, goals, policies, procedures, and the Northern Lights Library System. As a result, new staff will be able to provide complete patron services. You will review the responsibilities of the new employee's job and evaluation process.

4.2.10. Initiate and keep current a Procedures manual detailing every operation of the library for use by your employees and volunteers.

- will be a reference for staff, including policies, bylaws and operating decisions by the Board.

4.2.11. Responsible for setting up and maintaining a record retention system in the library.

- This will include policies, minutes, budgets, personnel files, patron problems i.e. vandalism, Northern Lights correspondence as per the Record Retention Policy.

4.2.12. Will bring to the Board suggested policies and or/operating procedure as a result of your management of the library. Will keep the Board apprised of new library developments initiated by Northern Lights System or otherwise.

4.2.13. Will be fiducially responsible.

- You will assist the board in preparation of the annual budget and will assure that this budget is adhered to. If there are budget problems and a need for additional funds, a written report will be made to the Board through the Chair with full explanation. The decision by the Board is to be adopted by the manager.

4.2.14. Will market library services to the entire community.

- You will initiate programs designed to promote the use and services of the library and corresponding costs will be included in the annual budget. These programs should reflect the Plan of Service.

4.2.15. Is responsible for the overall appearance and upkeep of the library and its contents.

4.2.16. Will continue to update your skills and development as a Library Manager

- Attend Library workshops and other professional development or training opportunities as funds are available.

4.2.17. Requirements/Qualifications of Position

- The Library Manager's position is a very physically demanding one and involves constant bending, walking, and standing for extended periods of time.
- The willingness and ability to lift and carry items weighing up to 40 pounds is a requirement of the position.
- Ability to work co-operatively under the direction of Library Board with demonstrated flexibility and open communication with Board, staff, and volunteers.
- Ability to work in a rural setting.
- Must possess skills in administrative, human resources, office management, and library services, acquisitions & collection management and patron services.

- Working knowledge of the Northern Lights Library System policies and procedures is an advantage.
- Under the Libraries Act: (The Board)
 - Has full management and control of the municipal library.
 - Shall organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of those services.

4.2.18. Library Manager's Expectations of Board of Trustees:

- The Board will develop policies and bylaws that will govern the direction of the library.
- The Board will be accountable and legally responsible for The Village of Paradise Valley Library Board
- The Board will set budgets and ensure that sufficient funds are available to meet budget. The Annual Budget is submitted to Village Council for information.
- The Board will ensure proper accounting records are kept. An independent, qualified individual will review accounts each calendar year and prepare a financial report, which is submitted to Village Council for information.
- The Board will undertake long range strategic planning including the authorship of Plan of Service, Mission statement and a marketing policy and plan, reviewed annually.
- The Board will define the principles, rules, governing style, roles, responsibilities and functions of the Library staff, Board members, and Board Committees.
- The Board encourages continuing education and training of its staff and board members and makes provision for this in its policy, plan of service and budget.