

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Personnel
Policy Number: 503
Title: Qualifications for the Library Manager and/or Library Assistant

Policy Statement:

The library manager shall be qualified to operate the library and must demonstrate sufficient maturity and responsibility to carry out the designated duties to the satisfaction of the Board. The library assistant shall be qualified to operate the library and must demonstrate sufficient maturity and responsibility to carry out the designated duties to the satisfaction of the library manager.

Guidelines and Procedures:

Qualifications

1. A minimum of Grade 12 or adult equivalency, Post Secondary education preferred and a library technician certificate, if possible.
2. Library experience would be beneficial.
3. The individual should have adequate computer knowledge and skills and be willing to undergo training to become proficient in an automated library environment.
4. The individual should have the following personal qualities:
 - 4.1 flexible attitude
 - 4.2 imagination
 - 4.3 neatness
 - 4.4 initiative
 - 4.5 good communication and organizational skills
 - 4.6 desire and ability to work with people
 - 4.7 possess an appreciation of literature.

Policy #503
Qualifications for Staff Positions

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Date to Review: March 18, 2023