

VILLAGE OF MARWAYNE LIBRARY BOARD

Library Manager Job Description

Required by Libraries Regulation 7(2)(a)

General Description: The Library Manager is accountable to the Library Board through the Chair of the Board. The Library Manager is responsible for implementing the library's Plan of Service through the operations of the Library.

Reports to: Marwayne Public Library Board. The Board Chair shall serve as the liaison between the Board and the Library Manager.

Responsibilities: The Library Manager has responsibilities in the following areas:

1) The Library Board

- Provides regular reports to the Board on all matters essential to the effective functioning of the Library and the Board.
- Provides professional expertise, prompt and accurate Library information and opinions to the Board.
- Assists Board Chair in identifying assignments to working Committees of the Board and developing Board leadership.
- Recommends policy for consideration by the Board.
- Maintains a good working relationship with the Library Board.
- Participates in Board and committee activities as required.
- Orients new Board members to Library operations.
- Attends Board meetings.

2) General Administration

- Directs policy implementation and administers the organization.
- Manages the day-to-day operations of the Library.
- Oversees property maintenance.

3) Personnel Administration

- Accepts responsibility for supervising, coaching, and evaluating staff.
- Provides an annual performance evaluation for all employees and reports results to the Board.
- Determines appropriate hours of work.
- Arranges staff work schedules for the purpose of providing fair and adequate staff coverage during the hours of Library operation.
- Recruits and trains library volunteers.

4) Planning

- Leads the execution of the Library's Plan of Service.
- Prepares long and short-term program plans and proposals in consultation with the Board, staff, volunteers, and other community organizations.
- Establishes operational program objectives, based on Board directions.
- Establishes ongoing plans for existing Library activities.
- Leads evaluation of existing library programs.
- Compiles necessary statistics based on input from all other staff members.
- Maintains an atmosphere of continuous improvement.

5) Financial Control

- Oversees expenditures according to approved budget.
- Sits as a member of the Board Finance Committee, which prepares the annual budget.
- Initiates and prepares applications for funding for projects and programs, and follows through on reports of expenditures, as required.

6) Library Duties

- Provides friendly, helpful and efficient front desk service to Library patrons.
- Develop library collections and access which responds to the evolving needs of all library patrons as identified in Plan of Service.
- Assists other staff members with program delivery.

7) Promotion

- Ensures effective and friendly representation of the Library to the community. Promotes increased public awareness of the Library.
- Represents the Library at community functions.

8) Other Professional Responsibilities

- Builds strategic partnerships with the municipality and other community organizations.
- Participates in the activities of the local library system. Attends and participates in required library system meetings.
- Participates in the activities of relevant professional library organizations.
- Keeps abreast of current developments in library services and programs through attendance at training workshops, seminars and conferences as budget allows.
- Assumes other duties as required.

Skills Required: 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 act as a liaison between Board and staff.
- Ability to interpret Board policy decisions to staff.
- Demonstrated ability to think creatively, develop plans of action, and carry them through to their successful completion.
- Demonstrated leadership ability.
- Demonstrated ability to recognize and set priorities and to use initiative and independent judgment in a wide variety of situations.
- Demonstrated ability to select, develop, motivate and evaluate staff.
- Demonstrated ability to build strategic partnerships and community coalitions, and to foster positive relationships.
- Excellent verbal and written communication skills.

Qualifications:

- Computer skills
- Interest in all forms of literature
- Outgoing personality with an interest in libraries
- Excellent with children
- Criminal Record Check

Conditions of Employment:

- Canadian citizen or able to work in Canada.
- Ability to work evening and weekend shifts as required.
- Valid driver's licence.