

Vilna & District Municipal Library Board Policy Manual

Category: Personal

Policy Number: 503

Title: Qualifications for Staff Positions

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.

Guidelines and Procedures:

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 selected person should have the physical stamina and capability to fulfil the job description.
5. The individual should have the following personal qualities:
 - a. Flexible attitude
 - b. Imagination
 - c. Neatness
 - d. Initiative
 - e. Good communication and organizational skills
 - f. Desire and ability to work with people.
 - g. Possess an appreciation of literature

Date Approved: January 2, 2021

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