

VIKING MUNICIPAL LIBRARY
POLICY MANUAL
PERSONNEL

Prepared by: Barb Chrystian

Board Approved – June 2021

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2.0 JOB DESCRIPTIONS

2.1 Duties and Responsibilities of **Library Manager**

2.1.1 The Library Manager is expected to provide competent leadership in the following areas of the Municipal Library Services Program:

- a) Work closely with the Board, the patrons, the organizations within the community, the Town and Municipal District and library organizations within the Province and Canada, and to do everything possible to make the Municipal Library of optimum service to the community.
- b) Guide and stimulate patrons of all ages in their needs and use of books and other communication materials.
- c) Serve the community in the capacity of a specialist of books and reference materials.
- d) Maintain the library in a clean and presentable appearance for patrons and public.

2.1.2 Collection Development

- a) To evaluate the library collection for purposes of addition and/or deletion of titles
- b) To select and order all library materials
- c) To supervise and assist with the classification and processing of all acquired materials
- d) To maintain the collection in good order and repair.

2.1.3 Programs and Services

- a) To assist patrons in location and use of library materials and services, including inter-library loans and reference questions.
- b) To determine need for, plan and carry out appropriate library related programming for all age groups.
- c) To maintain an active public relations program
- d) To maintain records of all library activities, both statistical and descriptive.
- e) To prepare articles and publicity submissions for local media as required.

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- f) To prepare displays, posters and signage.
- g) Is responsible for maintenance and repair of all library equipment.

2.1.4 Finance/Accounting

- a) To assist in preparation of the annual budget and estimate of funds, together with the Board.
- b) To prepare the annual report, together with the Board
- c) To be alert to opportunities for alternate sources of funding.
- d) Accept memorials and donations, assists with record keeping.

2.1.5 Staff

- a) To train, supervise and annually evaluate all staff.
- b) To maintain personnel records consisting of resumes, applications, formal and informal appraisals and correspondence related to the employment development, performance and evaluation of each employee and volunteer, in a confidential manner.
- c) To facilitate professional development of staff.

2.1.6 Relationship with the Board

- a) To act as an adviser to the Board
- b) To know and to advise local and provincial library legislation.
- c) To recommend policies to the Board
- d) To carry out all approved policies of the Board
- e) To attend all Board meetings, except portions thereof when own salary and personal evaluation is being determined.
- f) To keep the Board fully and regularly informed in writing in a Library Manager's report at board meetings on all aspects of library operation and programs.

2.1.7 Days/Hours of Work

- a) Establish working schedule for all staff on a monthly basis.

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- b) The Library Manager position is part-time position and shall not normally include more than 25 hours per week or 1300 hours within any calendar year.

2.1.8 Qualifications

- a) Grade 12 Diploma or GED is required as minimal requirement.
- b) Management, people skills, and self-motivation are required.
- c) Computer skills are necessary.
- d) Keen interest in books.
- e) It should be noted that this position involves exposure to dust, includes frequent reaching, bending, standing, and carrying.