

VIKING MUNICIPAL LIBRARY
POLICY MANUAL
PERSONNEL

Prepared by: Sandra Nietfeld

Board Approved – November 2014

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2.0 JOB DESCRIPTIONS

2.2 Duties and Responsibilities of Assistant Library Manager

2.2.1 In general, the Assistant Clerk shall be responsible to and work under the direction of the Manager in the following areas of the Municipal Library Services Program:

- a) Guide and stimulate patrons of all ages in their needs and use of books and other communication materials.
- b) Serve the community in the capacity of a specialist of books and reference materials.
- c) Assist in maintaining the library in a clean and presentable appearance for patrons and public.

2.2.2 Collection Development

- a) To assist in the maintenance of the collection, including the computer data base, shelf reading, and reference questions
- b) To assist in the classifying and processing of all acquired materials
- c) To track overdue materials and utilize all resources available to collect overdue fines and/or materials.

2.2.3 Programs and Services

- a) To assist patrons in location and use of library materials and services, including reference questions and processing inter-library loans.
- b) To maintain an active public relations program.
- c) Performs other duties as assigned by the Library Manager.

2.2.4 Finance/Accounting

- a) Accept and record memorials and donations.
- b) Assist the Library Manager when necessary with budget preparation
- c) Assist the Library Manager when necessary with financial reports

2.2.5 Staff

- a) To assist in the overall supervision of staff including volunteers.

2.2.6 Relationship with the Board

- a) To attend Board meetings, when requested, except portions thereof when staff salary and personal evaluation is being determined.

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2.2.7 Days/Hours of Work

- a) To work hours as scheduled by the Manager
- b) Assistant Manager position is a part-time position and shall not normally include more than 15 hours per week or 780 hours within any calendar year.

2.2.8 Qualifications

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