Policy HR203: Assistant Library Manager Job Description

Category: Human Resources
Policy HR203: Assistant Library Manager Job Description
Approved September 2020
Future Review: December 2023

POLICY

The Assistant Library Manager is hired by and responsible to the Library Manager. The Assistant Library Manager provides quality service to the public and assists the Library Manager in the discharge of duties and responsibilities relating to operations of the library. In the absence of the Library Manager, the Assistant Library Manager will be responsible for library operations.

PURPOSE

RESPONSIBILITY

The Assistant Library Manager is responsible for the following.

- Responsible for opening duties on weekdays
- Performs interlibrary loan duties – runs holds report, collects materials, and prepares materials for shipping, and conducts online ordering of non-TRAC items
- Provides check-outs and check-ins of library materials on the automated circulation system
- Registers new and existing card members on the automated circulation system
- Answers reference questions and assists the public with finding appropriate library materials
- Provides reader's advisory services to the public
- Provides computer assistance to the public
- Assists the public with faxing, scanning, and photocopying
- Processes new or donated items that are currently in the TRAC catalogue
- Repairs and maintains library materials
- Laminates materials as required
- Assists in collection maintenance as required by the Library Manager
- Assists in the supervision of other employees, library volunteers, and work experience students
- Handles cash as required
- Performs other duties as required
- In the absence of the Library Manager, assumes extra duties as required

QUALIFICATIONS

- Post-secondary education in related field; Grade 12 diploma
- Library experience preferred
- Intermediate computer skills – keyboarding, Word and Excel applications, website maintenance
- Good working knowledge of automated circulation system
- Good interpersonal and verbal and written communication skills
- Good working knowledge of the Internet and social networking applications

DEFINITIONS

PROCEDURE