



## Policy HR202: Library Manager Job Description

**Category: Human Resources**

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### **POLICY**

The Library Manager reports to the Town of Bonnyville Library Board. The Board chairperson shall serve as the liaison between the Board and the Library Manager in between Board meetings. All other library employees report to the Library Manager.

### **PURPOSE**

The Library Manager is hired by the Library Board and is responsible for implementing the library's Plan of Service through the operations of the library.

### **RESPONSIBILITY**

The Library Manager has responsibilities in the following areas.

#### **1. The Library Board – see Policy HR101**

- a. Provides regular reports to the Board on all matters essential to the effective functioning of the library and the Board
- b. Provides professional expertise, prompt and accurate library information and opinions to the Board
- c. Recommends policy for consideration by the Board
- d. Maintains a good working relationship with the Library Board
- e. Orients new Board members to library operations
- f. Attends Board meetings

#### **2. General Administration**

- a. Directs policy implementation and administers the organization
- b. Manages the day-to-day operations of the library
- c. Oversees property maintenance

#### **3. Personnel Administration**

- a. Responsible for hiring, supervising, coaching, evaluating, and dismissing staff
- b. Provides an annual performance evaluation for all employees
- c. Determines appropriate hours of work
- d. Ensures that an appropriate staff work schedule provides fair and adequate staff coverage during the hours of library operation

#### **4. Planning**

- a. Leads the execution of the library's Plan of Service
- b. Establishes operational program objectives
- c. Establishes ongoing plans for existing library activities
- d. Leads evaluation of existing library programs
- e. Compiles necessary statistics for use in the planning process
- f. Maintains an atmosphere of continuous improvement

#### **5. Financial Control – see Policy 102(5)**

- a. Oversees expenditures according to the approved budget.
- b. Maintains all monthly financial records including all revenues and expenditures.
- c. Provides regular financial reports to the Board.
- d. Completes applications for grants.

#### **6. Library Duties**

- a. Provides friendly and efficient library service to patrons as required
- b. Develops library collections and access which responds to the evolving needs of all library patrons
- c. Assists other staff members with program delivery if required

#### **7. Promotion**

- a. Ensures effective and friendly representation of the library to the community
- b. Promotes increased public awareness of the library
- c. Represents the library at community functions

#### **8. Other Professional Responsibilities**

- a. Builds strategic partnerships with the municipality and other community organizations
- b. Participates in the activities of the library system, attends library system meetings
- c. Keeps abreast of current developments in library service and programs through attendance at training workshops, seminars, and conferences as budget allows

### **SKILLS REQUIRED**

Effective interpersonal skills are required to work effectively with the Board, staff, volunteers, and the community. Specific qualities include:

- 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 to foster positive relationships
- Excellent verbal and written communication skills

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## **QUALIFICATIONS**

- Post-secondary degree in library and information studies, a library technician diploma, or related training or experience
- Three (3) years of library experience at the supervisory level, or five (5) years' experience under the supervision of an MLIS
- Canadian citizen or able to work in Canada
- Valid driver's licence

## **DEFINITIONS**

## **PROCEDURE**