



TABER PUBLIC LIBRARY

JOB DESCRIPTION

- TITLE:** Library Clerk
- REPORTS TO:** Library Manager(s)
- QUALIFICATIONS:**
- must have a high school diploma or equivalent;
 - related education or training is a definite asset;
 - keyboarding and computer skills are essential;
 - good oral and written communication skills;
 - good organizational skills;
 - strong decision making skills;
 - initiative
 - the ability to work and think independently or as part of a team.
- RESPONSIBILITIES:**
- meets the public and responds to questions, directing the public to appropriate resources or through referral to other appropriate areas or staff within the library;
 - performs circulation duties including patron registration, check out, check in, placing holds, collection of fines and fees and other functions;
 - assists the public in finding and using library resources through the use of online catalogue, computer workstations, and other equipment pertinent to the delivery of information services;
 - may be asked to plan and deliver in-house programming i.e. story time, crafts;
 - cash reconciliation;
 - coverage for sick and vacation time;
 - IT (information technology) troubleshooting;
 - attends work related workshops and training sessions
 - other related duties as requested by Library Manager(s).

Date approved: December 7, 1999

Date reviewed/revised:
November 9, 2004
September 14, 2010
June 11, 2013
SEP 08 2015



JOB DESCRIPTION

TABER PUBLIC LIBRARY

Job Title: Program Coordinator

Reports to: Library Manager(s)

JOB

RESPONSIBILITY:

In consultation with Library Manager(s), carries out the day to day planning of in-house programs, makes contacts (acts as liaison) within the community for purposes of partnering on programs, schedules and hosts programs for the library. Will be responsible for all bookings of the program rooms by individuals, groups, associations, etc. Assists with special events and other promotions of the library as required.

JOB

REQUIREMENTS:

- * Must have high school diploma or equivalent;
- * Previous experience in working directly with a public of all ages is a definite asset;
- * Must possess excellent communication and organizational skills;
- * Must be able to demonstrate the ability to establish and maintain effective working relationships with staff, public and other community organizations;
- * Must be able to plan, organize, direct and implement creative library programming to groups of all ages;
- * Ability to work with minimal supervision;
- * Valid Driver's License is required;
- * Must be able to work within set budget;
- * May be required to work split shifts and/or weekends

DUTIES:

- * Make contacts for current and future programs;
- * Book meeting rooms and hosting library programs;
- * May conduct library tours, and visiting classrooms to promote library programs;
- * In-house preparation (set up and clean up) includes:
 - * setting up chairs/tables (involves heavy lifting)
 - * podium
 - * audiovisual equipment
 - * refreshments
 - * greeting guests and introductions
 - * producing fliers and handouts
 - * program evaluation
- * Set up in-house exhibits (may require use of a ladder)
- * Prepare all promotional material for library programming;
- * Distribute within community all promotional materials;
- * Attend work related workshops and/or seminars
- * Other duties as assigned by the Library Manager(s)

Date approved: June 2009

Date reviewed/revised: July 2010
June 11, 2013

SEP 08 2015

JOB DESCRIPTION
TABER PUBLIC LIBRARY

Job Title: Library Manager

Reports to: Taber Public Library Board of Directors

QUALIFICATIONS:

- Must have high school diploma
- Must have Library Technician certification or equivalent work experience
- Must have a good working knowledge of current provincial and federal library legislation and library bylaws and policies
- Must have strong management, leadership and supervisory skills and show ability to directly work with staff and volunteers and to create strong community partnerships
- Must have strong computer and accounting skills
- Must have strong oral and written communication skills
- Must have strong organizational and time management skills.
- Decision making skills
- Must be able to work independently and take initiative

LIBRARY MANAGER DUTIES

ADMINISTRATION

- Attend librarian meetings
- Supervise library employees, volunteers and arrange work schedules and duties
- Pursue and attend job related courses, seminars, workshops and encourage staff members to do the same
- Arrange regular staff meetings
- Develop and maintain volunteer program
- Hire, train and evaluate staff
- Maintain personnel records

FINANCE

- Act as payroll officer and carry out all duties associated with payroll, i.e. ROEs and T-4s
- Administer employee benefits
- Prepare and forward financial deposits
- Prepare and issue fund disbursements
- Maintain financial records and reports necessary for the annual audit
- In conjunction with Finance Committee prepare annual budget
- Prepare annual report
- In conjunction with the Board, explore opportunities for alternate sources of funding
- Accept and record memorials and donations and prepare and send out appropriate thank you card/letter
- Prepare information for potential library grants
- Act as purchasing agent for library
- Prepare monthly financial reports for presentation to the Board

GENERAL ORGANIZATION AND PROCEDURE

- Engage in publicity and public relations and promoting services of library
- Manage internal operation of the library
- Handle complaints, problems with the patrons
- Maintain library statistics for circulation, etc.,
- Keep informed of library standards
- Maintain inventory of library assets and all related equipment
- Maintain library supplies i.e. paper, inks etc.

AQUISITIONS AND COLLECTION DEVELOPMENT

- Evaluate and select library materials
- Evaluate materials and send out for processing
- Oversee weeding of collection
- Supervise assembly and organization of all library materials and resources

PROGRAMS AND SERVICES

- Assist public in searching for materials and answering questions
- Notify patrons of overdue materials
- Facilitate inter-library loans, e-books and talking books and other material
- Oversee all library programs and ensure that program evaluations are completed and reviewed
- Pick up courier packages
- Circulation desk and general library relief when needed
- Must be able to work weekends, evenings or split shifts when required

FACILITIES

- Ensure proper maintenance of library facility and grounds
- Create an attractive and stimulating atmosphere at library; efficient and practical use of space

BOARD SUPPORT

- Attend all Board meetings and acts as a resource at other committee meetings
- Implement Board policies
- Act as a technical advisor to Board
- Know and advise Board of regional, provincial, and federal library legislation
- May be appointed by Board to act as Secretary

Approved: September 14, 2010
 June 11, 2013
 October 13, 2015