



Taber Public Library
Job Description

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

Date Approved: September 14, 2010

Date Reviewed/Revised: June 11, 2013
October 13, 2015