



Taber Public Library Job Description

Job Title: Assistant Library Manager
Reports to: Library Manager

Summary: Under supervision of the Library Manager, assist with the day to day operations of the library including: interfacing with patrons at the circulation desk; program development, delivery, and reporting; collection development and maintenance; administration; and marketing of the library's collections, programs and services. Regular job analysis will be carried out.

Skills & Qualifications

- Library experience with progressive responsibility; Library Technician diploma is an asset
- Working knowledge of current provincial and federal library legislation, and understands the role of library bylaws and policies
- Interest in lifelong learning, professional development and career-related learning is essential
- Strong computer skills with working knowledge of Microsoft Office suite of tools, Microsoft Outlook, library-based smart device applications, social media, and other Web 2.0 applications
- Strong organizational and time management skills
- Strong decision making skills
- Strong management, leadership and supervisory skills
- Strong interpersonal and customer service skills; must be able to work in both a group setting and independently
- Strong oral and written communication skills
- Attention to detail
- Knowledge of general accounting is an asset
- Previous programming experience is an asset
- Able to work split shifts, evenings and Saturdays

Duties & Responsibilities

- Use interest in lifelong learning and initiative to regularly pursue professional development opportunities, including keeping up to date on library-based applications, and is strongly encouraged to pursue formal courses in library work.
- Use communication skills to receive general direction from the Library Manager.
- Uses leadership, communication and interpersonal skills to assist the Library Manager in the orientation of new employees/volunteers and helps identify training needs within the library.
- Use management and leadership skills to assume responsibility for the library in the Library Manager's absence.
- Use decision making skills to make operation-based decisions that are informed by library policies, and legislation.

- Use attention to detail, time management and organizational skills to perform circulation duties and service desk such as: use integrated library system (ILS) software to create and update patron accounts and to check in and out library material; collect fines and fees; maintain statistics; completing circulation reports, shelving material, and shelf reading.
- Use leadership and supervisory skills to supervise summer staff in the development, preparation, presentation and reporting of the summer reading program.
- Use leadership and supervisory skills to ensure patrons are having positive experiences with staff at the circulation desk.
- Use communication and time management skills to attend meetings as required.
- Use attention to detail to carry out payroll duties as required.
- Use attention to detail to carry out accounting duties as required.
- Use communication and interpersonal skills to work with the Library Manager and Program Coordinator in engaging in marketing, public relations and the promotion of the library at local events.
- Use communication, interpersonal and customer service skills to handle complaints and problems with patrons
- Use creativity, time management and interpersonal skills and interest in lifelong learning to work with the Program Coordinator to develop, present and report on a wide variety of programs for patrons of all ages that align with the library's current Plan of Service.
- Use creativity, communication, interpersonal and time management skills to lead engaging and relevant library tours aimed towards all ages and social groups.
- Use creativity communication, interpersonal and time management skills to work with the Library Manager and Program Coordinator in off-site promotion of the library.
- Use attention to detail and decision making skills to assist the Library Manager with collection maintenance and development through: processing donations; sharing resources within our regional system; making minor repairs to library materials.
- Use attention to detail, communication and decision making skills to help maintain a safe environment for both patrons and staff.
- Use communication and interpersonal skills to maintain a working relationship with the Library Board.
- Other duties as required by the Library Manager.

Date Approved: November 10, 2015

Date Reviewed/Revised: December 12, 2017