

Municipal District of Peace No. 135 Library Board
Library Manager Job Description

General Description: The Library Manager is responsible for implementing the library's Plan of Service through the operations of the library. The Library Manager ensures that the library meets the needs of the residents of the community and district as defined in the Plan of Service.

Position Reports to: The Municipal District of Peace No. 135 Library Board (MD Library Board) and the Brownvale Community and District Library Board (Brownvale Library Board.) Both Board Chairs shall serve as the liaisons between the Boards and the Library Manager in between Board meetings.

Direct Reports to Position:

- All other employees and volunteers
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Responsibilities: The Library Manager has responsibilities in the following areas:

1) The Library Board

- Cultivates a healthy, mutually empowering relationship with the Library Board. Supports the Board's work.
- Attends Board meetings.
- Provides regular reports to the Board on all matters essential to the effective functioning of the Library and the Board.
- Provides professional expertise, prompt and accurate Library information and opinions to the Board.
- Understands the framework for public library service in Alberta.
- Understands, applies, and explains applicable laws, including the *Libraries Act* and *Libraries Regulation*.
- Assists Board Chair in identifying assignments to working committees of the Board and developing Board leadership.
- Ensures implementation of the Board's vision and strategic direction outlined in the Plan of Service.
- Performs ongoing evaluation to help the Board gauge the success of the Plan of Service.
- Ensures accurate statistics are kept. Documents library use in terms of community impact and value.
- Drafts and recommends policy for consideration by the Board.
- With the Board, develops HR policies that support a healthy work environment and meet applicable standards.
- Participates in Board and committee activities as required.
- Orients new Board members to Library operations.

2) General Administration

- Ensures implementation of the MD Library Board’s vision and strategic direction outlined in the Plan of Service.
- Directs policy implementation and administers the organization.
- Develops procedures that guide safe, efficient and effective library operations.
- Manages the day-to-day operations of the library.
- Manages and updates the website.
- Provides a monthly report to the MD Council by the 1st Wednesday of each month.

3) Personnel Administration

- Provides effective leadership of staff.
- Plans for and supports staff development.
- Contributes to effective decision-making regarding library services and programs.
- When leading meetings, manages the meeting to optimize information sharing and decision making.
- Understands and applies legal standards and requirements for human resources (HR)/personnel management.
- Builds a productive workforce through effective recruitment and selection.
- Creates an organizational structure that enables a culture of teamwork and exemplary service.
- Empowers and supports employees to deliver effective, high quality library service.
- Engages staff in coaching conversations.
- Establishes effective strategies for performance management.
- Ensures that library volunteers are recruited, trained, and evaluated effectively.

4) Financial Control

- Understands and employs basic budget and finance concepts and terminology.
- Establishes strategic financial management processes, using sound financial judgment.
- Oversees the library’s financial tracking.
- Provides monthly financial reports to the Brownvale Library Board who reports to the MD Library Board.
- Initiates and prepares applications for funding for projects and programs, and follows through on reports of expenditures, as required.

5) Relationship Management

- Cultivates a presence and relationship with municipal council. Cultivates a good working relationship with municipal employees as applicable.
- Seeks to expand and deepen other community leaders’ awareness and understanding of the public library.
- Cultivates a healthy working relationship with either the Friends of the Library or other organizations who support and fundraise for the library.

- Builds relationships with other key agents in Alberta’s public library sector, including the local library system, Public Library Services Branch, and other associations and entities. Attends relevant meetings.
- Ensures effective and friendly representation of the library to the community. Promotes increased public awareness of the library.
- Represents the Library at community functions.

6) Other Professional Responsibilities

- Keeps abreast of current developments in library services and programs through attendance at training workshops, seminars and conferences as budget allows.
- Assumes other duties as required.

Qualifications:

- A post-secondary degree in library & information studies, a library technician diploma, or other related training or experience.
- Some supervisory experience or management role would be an asset.
- Canadian citizen or able to work in Canada.
- Leadership ability.
- Ability to act as a liaison between Board and staff.
- Ability to interpret Board policy decisions to staff.
- Develop plans of action and carry them through to their successful completion.
- Recognize and set priorities and use initiative and independent judgment in a wide variety of situations.
- Select, develop, motivate and evaluate staff.
- Build strategic partnerships and community coalitions and foster positive relationships.

Working Conditions:

- Evening or weekend work or shift work.
- Occasional work with difficult clients.
- Valid driver’s license.

Physical Requirements:

- Occasionally stand for extended periods of time.
- Occasionally lift to 50 pounds.

Date Approved: March 14, 2024

Sandra Willing, Chair

Review Date: 2027