

**LIBRARY MANAGER**

**GENERAL DESCRIPTION:**

The Library Manager is responsible for implementing the 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 as defined in the Plan of Service and following the policies of the TML Board. The Library Manager provides oversight of the day-to-day operations and staffing of the library.

**POSITION REPORTS TO:** The Trochu Municipal Library Board. The Board Chair or members of the personnel committee shall serve as the liaison between the Board and the Library Manager.

**EDUCATION:**

Grade 12 Diploma and/or post secondary education

**SKILL LEVEL:**

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

* Ability to interpret the TML Board policy decisions and relay them to staff,
* Ability to Act as a liaison between TML Board and staff,
* Ability to analyze library problems in preparation for Board action,
* Leadership, coordination, initiative, and independence,
* Demonstrated personnel and financial management skills,
* Previous library experience or equivalent.
* Current computer technical skills and experience.

**Duties and Responsibilities:**

1. To the TML Board:

* Provides regular reports to the Board on all matters essential to the effective functioning of the Library,
* Provides professional expertise, prompt and accurate Library information and opinions to the TML Board,
* Maintains a good working relationship with the TML Library Board and supports the Policies, Plan of Service, and By-laws,
* Attends TML Board meetings,
* Reports all Library Manager absences in advance to the Board (via the Chair or designate if Chair is unavailable) and confirms coverage by other staff for those absences.

1. General Administration:

* Registers patrons and maintains files accurately,
* Checks Library materials in and out,
* Answers reference questions and assists patrons in finding appropriate Library material,
* Provides patrons with online catalogue and internet access and assistance,
* Accurately performs the duties of collection, shelving, and shelf reading,
* Enters information into the computer databases as required,
* Directs policy implementation and administers the organization,
* Manages the day-to-day operations of the TML Library,
* Ensures prompt pick up of mail,
* Oversees property maintenance and management,
* Prepares all required reports in the format necessary in a timely manner,

1. Personnel Administration:

* Accepts responsibility for supervising and training staff,
* Recruits and hires new staff as directed by the TML Board,
* Provides an annual, written performance evaluation for employees and reports results to the TML Board before Annual General Meeting.
* Accepts responsibility for staff performance,
* Arranges staff work schedules to cover hours of operation,
* Reviews, submits and signs accurate staff timesheets before payroll cut-off
* Creates a culture of workplace teamwork and exemplary service.
* Ensures workplace safety

1. Planning:

* Assesses and develops new programs,
* Establishes operational program objectives based on Board directions,
* Establishes ongoing plans for existing Library activities,
* Provides and atmosphere of continuous improvement,

1. Finance:

* May administer funds and oversee expenditures according to Board approved budget
* Provides funding reporting on library expenditures and needs.

1. Public Relations:

* Promotes increased public awareness of the Library and its services and resources,
* Ensures effective and friendly representation of the Library to the community,
* Ensures Library hours, programs, and any other public interest information is advertised in advance on Library website, and other community platforms.

1. Principal Duties of the Library Manager

* Attends Board meetings,
* Recommends policy to the Board,
* Provides advice to the Board regarding the functioning of the library
* Participates in Board Committee activities as requested,
* Prepares reports for Board meetings as required,
* Plans, implements, and evaluates program policies,
* Administers all aspects of the Library`s operations,
* Provides friendly, helpful and efficient service to all Library users,
* Initiates and prepares applications for funding for projects and programs, and follows through on reports of expenditures as required,
* Assume extra duties as required.

1. Other Functions:

* Assists in recruiting volunteers,
* Trains volunteers working at the Library,
* Compiles necessary statistics

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Randy Lacey, Library Chair Date