



TOWN OF CROSSFIELD LIBRARY BOARD

Library Manager Job Description

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

Position Reports to: Town of Crossfield Library Board.

Direct Reports to this Position:

- Assistant Manager
- Circulation Clerk
- Programming Assistant
- Volunteers

Responsibilities: The Library Manager has responsibilities in the following areas:

1) The Library Board

- Cultivates a respectful, mutually empowering relationship with the Library Board, and 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, including challenges and opportunities for improvement, 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. Prepares and submits reports to the Board and the Province as required.
- 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 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.
- Ensures coordination of regular building operations maintenance and repairs.

3) Personnel Administration

- Provides effective leadership of staff including staff scheduling to meet the operational needs of the library.
- Carries out probationary and annual staff performance reviews.
- 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.
- Applies effective change management strategies to assure effective implementation of change and acceptance by stakeholders.
- 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.
- Ensures accurate financial tracking and record keeping.
- Provides monthly financial reports to the Board.
- Actively works with the Board Treasurer in the preparation of the annual budget.
- Initiates and prepares applications for funding for projects and programs, and follows through on reports of expenditures, as required.

5) Relationship Management

- 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.
- Contributes to the planning efforts of the municipality and other community organizations as requested.
- Cultivates a healthy working relationship with the Anne Grover Library Society.
- Builds relationships with other key agents in Alberta's public library sector, including the local Marigold 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.
- Maintains current knowledge of information technology systems.
- Assumes other duties as required.

Qualifications:

- A post-secondary degree in library & information studies, a library technician diploma, or other related training or experience.
- At least three years' experience in a leadership or management role.
- Canadian citizen or able to work in Canada.
- Demonstrates creativity, initiative, and independence.
- Demonstrated ability to:
 - Act as a liaison between Board and staff.
 - Interpret Board policy decisions to staff.
 - Develop plans of action and carry them through to their successful completion.
 - Recognize and set priorities and to 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:

- Occasional evening or weekend work, or shift work.
- Occasional work with difficult clients.

Physical Requirements:

- Occasionally stand for extended periods of time.
- Occasionally lift up to 35 pounds.