

## Duchess & District Public Library

**Job Title:** Library Manager

**Location:** Village of Dutchess

**Status:** Permanent, Part-Time

**Salary:** \$15 to \$20/hour based on experience

**Date Posted:** June 27, 2023

**Closing Date:** July 10, 2023

Come Work With Us!

The Duchess & District Public Library Board is looking for a welcoming, outgoing individual to fill the role of library manager for its public library.

The successful candidate will report to the library board and will be responsible for the provision of quality library services to the community and surrounding area. The Library Manager is responsible for managing the library in accordance with Board guidelines, policies and by-laws. As the person in charge of all library related administration, we are looking for a highly efficient, organized and self motivated individual with the ability to multitask.

The Library Manager will be responsible for providing library service through traditional and electronic resources; assisting patrons in the use of information technology and library services; providing reader's advisory service; planning and implementing library programs for children, youth, adults and seniors; engaging in public, community and media relations; participating in the selection of library collections; managing the library budget provided by the municipality; working with the board and municipality to maintain the library facility; developing partnerships; and assuming other duties as assigned. You will also be responsible for the maintenance of the library's collections, the shelving of materials and shelf reading.

The Library Manager will be required to work daytime, evening shifts, (based on work schedules). Some travel may also be required. Library work will involve lifting.

The successful candidate must have a valid driver's license and a clean driving record. A vulnerable sector police check will also be required.

This part-time position has a workweek of 19 hours per week and an hourly wage starting at \$15/hour plus an annual vacation pay.

The anticipated start date for this position is mid July, 2023.

As the Library Manager, you will be responsible for the provision of quality library service to the community and to the surrounding area. You are responsible for managing the library in accordance

with provincial guidelines; ensuring that regional and provincial initiatives are implemented at the library; and developing local policies, procedures, and strategic and operational plans within regional and provincial mandates.

You will be responsible for the recruitment, training, supervision, and evaluation of staff; scheduling hours of work; providing loan service through an automated circulation system; providing advanced level reference service through traditional and electronic resources; assisting patrons in the use of information technology and library services; providing reader's advisory service; planning and implementing library programs for children, youth and adults; performing community analysis; engaging in public, community and media relations; participating in the selection of library collections; managing the library budget provided by the Village of Duchess Library Board; working with the board to maintain the library facility; developing partnerships; and assuming other duties as assigned. You will also be responsible for the maintenance of the library's collections, the shelving of materials and shelf reading.

Working with us will require daytime, evening shifts (based on work schedules). Some travel may also be required. Library work will involve lifting.

### **Responsibilities:**

- Supervises library activities by scheduling, coordinating, implementing, and evaluating staff and volunteers to ensure consistent levels of service across library open hours.
- Ensures efficient library operations and compliance with established policies and procedures, and that library patrons are well informed about services, programs, and events.
- Responds to customer needs online, over the phone, and in person. Works with individuals to resolve problems. Assists in difficult service interactions.
- Collaborates with staff at Shortgrass Library System and fellow Shortgrass Library Managers in the promotion of library programs and services and system-wide initiatives and decisions.
- Stays current in regard to library related technology, practices, and equipment.
- Willingness to develop new skills and participate in professional development opportunities.
- Performs other related duties as assigned.

### **Desired Education/Experience:**

Library Technician Diploma, public library experience would be an asset.

Paid training will be provided.

Experience working with volunteer boards would be an asset.

Knowledge and practical experience with computers, internet, online library resources, and various software programs is a must.

### **Competencies:**

- Ability to act as customer service champion.
- Excellent public relations, problem solving, interpersonal, and organizational skills.
- Strong leadership and communication skills.
- Skill and efficiency in the use of computers and related technologies.
- Ability to teach others in a patient manner.
- High ethics and values.
- Flexibility to work a variety of shifts, including evenings.

**How To Apply:**

Please submit a cover letter and resume, clearly outlining how your experience and qualifications meet the requirements of the position to: Lorraine Samis (Board Chair)

*Email: [lmsamis@live.ca](mailto:lmsamis@live.ca)*

**All qualified candidates are encouraged to apply via email as soon as possible. This posting will remain open until filled.**

*Absolutely no phone calls or in person visits please. For this selection process, we will be communicating with candidates by email. Candidates must include in their application a valid email address and make sure that this address is functional at all times and accepts messages from unknown users.*

*The Duchess & District Public Library Board is committed to building a skilled and diverse workforce that reflects the community we serve.*

*The Village of Duchess Library Board is also committed to developing inclusive, barrier-free selection processes and work environments. Should you require accommodation in relation to a disability, please notify us at the beginning of the selection process. This information will be kept confidential.*

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Village of Duchess Library Board thanks all applicants for their interest, however, only those applicants selected for an interview will be contacted.*