**Job Description**

Position Title: Library Manager, Fulltime Permanent

**General Summary**

Under the direction of the **[Insert Name]** Library Board, the Library Manager develops, administers, supervises, and coordinates the work of the Library and its staff and/or volunteers, and performs managerial duties related to personnel, budget, collection development, library promotion and marketing, building maintenance, and library operations and services in accordance with the policies established by the Board and the Libraries Act and LibrariesRegulations of the Province of Alberta.

**Responsibilities include:**

* Oversees all daily operations of the library, including financial operations and maintenance of library facility and grounds.
* Provides staff support to the Library Board of Directors by assisting with meetings, preparing reports, planning library service in the short and long term, and implementing policy decided by the Board.
* Prepares the annual library budget and submits budget requests tothe Library Board**.** May assist the Library Board in presenting budget requests to Town Council.
* Manages the selection, orientation, and training of new employees and volunteers.
* Supervises library personnel in the performance of their duties.
* Administers and evaluates library services such as circulation, reference, reader's advisory services, children's services, community services, and public information programs.
* Selects and maintains thelibrary collection including books, media, technology, and other materials and ensures that these materials meet the needs of the community.
* Performs library circulation tasks, including checking material in/out, renewing items, managing payment of fines and fees, issuing new library cards and renewing patron registration, fulfilling hold requests, and borrowing or lending items to other libraries in TRAC or elsewhere in the province via interlibrary loan.
* Delivers quality customer service, treating patronsin a welcoming, professional manner and provides leadership to staff and/or volunteers with an example of positive customer service.
* Applies effective techniques to handlepatron problems and complaints. Encourages users to follow library policies; applies good judgment when deviating from official policies and procedures.
* Promotes library programs and services through public speaking, public information programs, presentations, and local media.
* Establishes and maintains effective customer and community relations.
* Creates and manages content on the library’s website and social media channels.
* Attends professional conferences, workshops, meetings, and webinars to stay abreast of trends in librarianship.

**Description of Working Conditions**

Public library environment. Must be available to work required full time scheduled hours Monday through Saturday and some evening hours; position may require extended working hours and/or working alone. The employee will occasionally be required to travel and attend off-site meetings and workshops.

**Qualifications**

Knowledge

* Thorough working knowledge of computers, the internet, common Microsoft applications, library management systems and databases, web-based applications, email and cloud environments, and social media platforms like Facebook.
* Can operate and troubleshoot a variety of technology equipment, including computers, fax machines, printers, and mobile devices and tablets.
* Broad knowledge of the principles, practices, and philosophy of public library administration.
* Upholds the Canadian Federation of Library Associations position statements on Intellectual Freedom and on Diversity and Inclusion.
* Understanding of finances, budgeting, and strategic planning.
* Enthusiasm for literacy, learning, and community building.

Skills/Abilities

* Excellent interpersonal and communication skills, both verbal and written.
* Effective and creative problem solving and trouble-shooting skills.
* Ability to administer the activities of a public library and to supervise the work of staff and/or volunteers.
* Ability to adapt to evolving digital technology.
* Ability to establish collaborative relationships with community stakeholders.
* Ability to organize work, set priorities, use time effectively, and meet deadlines.
* Ability to assume responsibility and work independently or in a team environment.
* Ability to be flexible and contend with the stress of frequent and varied tasks.
* Ability to prepare financial reports, complete grant applications, and compile statistical data.
* Ability to serve as an advocate for the library and promote library services.
* Ability to identify and pursue public relations opportunities for the library.
* Ability to manage the internal and external communications of the library.

Physical Requirements

* Must be able to:
  + stand and/or sit for prolonged periods of time.
  + lift boxes and crates of no more than 30 lbs.
  + move and manipulate inventory.
  + Frequently stoop, kneel, and crouch.
* Must meet the vision standards required to safely operate a motor vehicle and possess satisfactory visual acuity and focus to read fine print.
* Must be able to manage lengthy computer screen time.
* Maintain a safe work environment in compliance with OHS legislation.

**Education/Experience**

* High school diploma or GED required. Post-secondary educationpreferred.
* Supervisory or managerial experience preferred.
* Valid driver’s license and good driving record.
* Training and/or experience in office procedures, including familiarity with accounting and bookkeeping procedures.
* Formal training/experience in libraries, community programming, and/or customer service preferred.
* Maintain membership and participate in professional library associations.

A vulnerable sector and a current criminal record check is a requirement of employment.

**[Description of Library and Community]**

**[Description of Salary and Benefits]**

**To Apply**

Send a cover letter, resume, and three professional references to **[Contact Information]**.

A review of applications will begin **[Date]**. The posting will remain open until such time as a suitable candidate has been selected.

***We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.***