



Job Description

Library Services Manager

IDENTIFICATION

Job Title: Library Services Manager

Supervisor's Position: Director of Community Services

Job Status: Permanent Full Time – 37.5 hrs per week – Non-Standard Work Week

Location: Inuvik Centennial Library

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Library Services Manager will manage the operation of the Inuvik Centennial Library, ensuring that it is a well-run facility to ensure that residents receive effective and appropriate services.

SCOPE

(The way that the position contributes to and impacts on the organization)

Reporting to the Director of Community Services, the Library Services Manager will oversee all day-to-day operations of the Inuvik Centennial Library. The Library Services Manager will ensure that all operations and maintenance are conducted in a respectful and responsible way, ensuring that all decisions and actions comply with the relevant legislation, policies, and procedures.

The delivery of library services is vital to the health of the community and providing adequate services will enhance the health and well-being of the community.

RESPONSIBILITIES

1. Manage the day-to-day operations and maintenance of the Inuvik Centennial Library.
 - Schedule hours of operation (7 days a week).
 - Provide staff with monthly work schedules.
 - Manage daily operations to ensure:
 - Information search and retrieval services are available to the public.
 - Efficient and accurate circulation and patron registration system is maintained
 - New materials are properly catalogued and items of interest to patrons are shelved and displayed in an appropriate manner
 - Be alert and responsive to opportunities to promote the Library and literacy by:
 - Ensuring the delivery of programs appropriate for persons of all ages
 - Working with educators to provide programs and materials that meet their needs
 - Planning of events and displays that showcase local talent and co-ordinate with other agencies to host visiting authors
 - Preparation of posters, pamphlets and flyers explaining the services offered by ICL
 - Involvement in community events that promote ICL
 - Manage booking and billing of Vicki Billingsley Community Room
 - Be responsible for the security of the library building, collections and equipment
 - Conduct periodic inspections of ICL and report any maintenance issues to the appropriate department for resolution

2. Supervise Inuvik Centennial Library Staff to ensure a positive and healthy work environment.
 - Hire, train, develop and evaluate staff
 - Provide leadership, guidance, and counseling to staff
 - Promote staff morale
 - Assign tasks and ensure schedules are maintained
 - Adjust tasks to meet staff capabilities
 - Recognize and deal with language problems
 - Provide opportunities for training
 - Ensure workplace safety is practiced
 - Supervise staff and delegate responsibilities
 - Take corrective action when required

3. Maintain the general administration of the Inuvik Centennial Library
 - Prepare annual budget and monitor throughout the year
 - Research additional sources of funding and write proposals to secure said funding.

- Manage monies received from paid library services.
- Provide monthly reports as required.
- Maintain accuracy of Library inventory.
- Maintain and purchase Library supplies and equipment and order additions to the collection as required
- Maintain the Dick Hill Northern Collection in the spirit of the donation
- Draft, revise, and update Library procedures and maintain procedures manuals for ready reference.
- Plan and manage community-based library programs and special events

4. Perform other duties as required directly related to the major functions of the job.

Dimensions

Budget: \$500,000 **Staff:** Up to 4 F/T and 10 P/T-Casual-Volunteer staff

Patrons Served: Approx. 3500 **Library Publications:** Approx. 30,000

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

The incumbent must have proficient knowledge in the following areas:

- good knowledge of the day-to-day operation of a Library
- an understanding of relevant policies, procedures, and rules
- knowledge of emergency procedures, First Aid and CPR
- knowledge of applicable bylaws and procedures
- and understanding of the northern cultural and political environment

The incumbent must demonstrate the following skills:

- team leadership, supervisory and management skills
- contract management skills
- analytical and problem-solving skills
- decision making skills
- negotiations skills
- literacy skills
- effective verbal and listening communications skills
- computer skills
- stress and time management skills

The incumbent must also demonstrate the following personal attributes:

- maintain standards of conduct
- possess cultural awareness and sensitivity
- be flexible
- demonstrate a dedication to the position and the community
- demonstrate sound work ethics
- be consistent and fair

The Library Services Manager would normally attain the required knowledge, skills, and abilities through the completion of a degree in Library Science from a recognized post-secondary institution or be willing to take courses in Library administration from an accredited institution. Equivalencies will be considered

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed, and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Library Services Manager is required to lift moderately heavy objects, i.e., a box of books or heavy mail.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Library Services Manager works in a temperature controlled, smoke-free environment. The Library Services Manager will normally work a Monday to Friday, 37.5-hour week though these hours may vary dependent on operational requirements. There is continual exposure to dust from the library contents.

Sensory Demands

(The nature of demands on the incumbent's senses)

The use of a computer is required and when preparing reports, a level of focus and concentration may be required that causes fatigue.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Library Services Manager must be able to work both independently and as part of a team and is expected to maintain a schedule of hours for Library users. Any problems or inconveniences may result in increased stress to complete tasks in a limited time. Stress may be caused by the requirement to supervise and direct others. The Supervisor must be sensitive to the culture of employees and residents. Direct contact with the public is a major responsibility of this position. Answering diverse information requests can be challenging. Handling problem patrons can be very stressful.

CERTIFICATION

<p>_____</p> <p>Employee Signature</p> <p>_____</p> <p>Printed Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____</p> <p>Supervisor's Title</p> <p>_____</p> <p>Supervisor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____</p> <p>Senior Administrative Officer's Signature Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.