

## 5.3 Job Descriptions

Job Title: Head Librarian

Reports to: Board

### General Description

The Head Librarian is responsible for integrating the policies of the Board with the operations of the Library.

### Skill Level and Qualifications

Excellent interpersonal skills are required in order to work effectively with the Board, Town of Coaldale staff, Library staff, Lethbridge County, Chinook Arch Regional Library System, Friends of the Coaldale Library Society, volunteers, and the community.

Specific qualities include:

- Master of Library and Information Science (MLIS or MLS) and previous public library experience
- ability to interpret Board policy to staff
- ability to analyse Library problems in preparation for Board action
- leadership, coordination, initiative, and independence
- administrative skills
- supervisory skills
- personnel and financial management skills
- effective public speaking and written communication skills
- willing to expand knowledge in the field of Library Science
- advanced computer skills

### Responsibilities

#### The Board

- support the Board by providing prompt and accurate information and ongoing assistance
- provide regular reports to the Board
- provide professional expertise and opinions to the Board
- outside of Board meetings communicate to the Board Chair
- maintain a good working relationship with the Board
- participate in Board and community activities
- work with the Board to obtain adequate funds for Library operations

#### Library Administration

- direct policy implementation
- manage the day-to-day operations of the Library
- establish objectives, based on Governance policy, for operational areas of the Library

#### Personnel Administration

- interpret Board policy to staff
- hire, supervise, evaluate, and dismiss Staff
- monitor Staff progress, suggest further training, and provide motivation
- accept responsibility for staff performance
- establish and maintain personnel files

## Planning

- suggest policy to be set by the Board
- assess need for new programs
- prepare long- and short-term program plans and proposals in consultation with the board, staff, volunteers, and other community organizations
- establish on-going plans for existing Library activities
- evaluate program achievements

## Financial Control

- establish and maintain procedures for bookkeeping and fiscal control
- administer Library funds according to the approved budget
- prepare and submit draft budgets to the Board and Town Council
- attend budget review meetings in an advisory capacity

## Public Relations

- promote public awareness of the Library
- ensure effective representation of the Library in the community

## Special Requirements

- Candidates offered a position with Coaldale Public Library will be required to obtain a criminal record check verifying a clear record before a job offer can be finalized.
- Candidates must be physically capable of lifting boxes up to 23 kilograms (50 pounds), maneuvering book trucks weighing up to 23 kilograms (50 pounds), and climbing on stools and ladders.

Job Title: Assistant Librarian

Reports to: Head Librarian

Supervises: Assistant Library Clerk

## General Description

The Assistant Librarian is accountable to the Head Librarian. In the event of the absence of the Head Librarian due to vacation, illness, or outside administrative responsibilities, the Assistant will assume the duties of the Head Librarian.

## Skill Level and Qualifications

- diploma or undergraduate degree in Library information technology program, or a related field
- a minimum of 2 years' experience working in a library environment
- excellent interpersonal, and customer service skills are required including the ability to communicate and interpret Library policy and procedures in dealing with volunteers, staff, and Library Patrons
- supervisory experience including training and creating schedules
- proficiency with Microsoft Office applications, experience with integrated Library systems and a strong knowledge of new technologies is required.
- working knowledge of current provincial and federal library legislation, and understands the role of Library bylaws and policies

## Responsibilities

- schedule the information desks
- provide operational oversight and direction to Assistant Library Clerks and volunteers
- make recommendations for changes to Library service delivery

- perform Library circulation duties
- provide Patrons with computer and eReader assistance
- conduct readers' advisory and reference searches for Patrons
- work together with Staff to plan and deliver special events and programming
- assist with collection management including acquisition recommendations and the weeding and withdrawing of old materials
- assist with Library marketing and communications including updates to the Library website, newsletter production, reader's advisory publications etc.
- perform other related duties requested by Head Librarian

#### Special Requirements

- Candidates offered a position with Coaldale Public Library will be required to obtain a criminal record check verifying a clear record before a final job offer can be finalized.
- Candidates must be physically capable of lifting boxes up to 23 kilograms (50 pounds) maneuvering book trucks weighing up to 23 kilograms (50 pounds) and climbing on stools and ladders.
- Candidates must have a valid driver's license.

Job Title: Program Coordinator

Reports to: Head Librarian

Supervises: Summer Reading Program Coordinator

#### General Description

The Program Coordinator is accountable to the Head Librarian. The Program Coordinator carries out the day to day development, planning, marketing and delivery of regular and special in-house programs; establishes and maintains collaborative working relationships for the purpose of partnering on programs; represents the Library at off-site community events; promotes the Library; and provides basic circulation duties and customer service.

#### Skill Level and Qualifications

- post-secondary education
- previous experience with program planning and delivery
- strong oral and written communication skills
- ability to plan, organize, direct and implement creative Library programming to groups of all ages
- ability to establish and maintain effective working relationships with staff, public and other community organizations
- ability to work with minimal supervision
- strong interpersonal skills; able to work in both a group setting and independently
- attention to detail, organizational and time management skills
- strong computer skills with working knowledge of Microsoft Office Suite, Microsoft Outlook, and social media
- ability to work within set budget
- able to work split shifts, evenings and Saturdays

#### Responsibilities

- develop, present and report on a wide variety of programs for Patrons of all ages that align with the Library's current Plan of Service
- set up and take down including: moving chairs, tables, and podiums; setting up audiovisual equipment; setting out refreshments; greeting guests, making introductions and wrapping up programs

- establish and maintain collaborative working relationships with local businesses, organizations, artists and co-workers to partner on the development and delivery of programs.
- collect program evaluations and to write program reports in order to inform future programming
- share programs, events and marketing material with local organizations, and media outlets
- in partnership with the Head Librarian and Assistant Librarian represent the Library at local events and off-site programs
- in partnership with the Head Librarian and Assistant Librarian manage social media accounts
- create eye-catching and effective hard copy and digital marketing resources, such as flyers and handouts
- assist with Library displays and exhibitions
- other duties as assigned by Head Librarian

### Special Requirements

- Candidates offered a position with Coaldale Public Library will be required to obtain a Criminal Record Check/Police Information Check verifying a clear record before a job offer can be finalized.
- Candidates must be physically capable of lifting boxes up to 23 kilograms (50 pounds), maneuvering book trucks weighing up to 23 kilograms (50 pounds), and climbing on stools and ladders.
- Candidates must have a valid driver's license.

Job Title:                   Library Clerk

Reports to:                Head Librarian

### General Description

The Library Clerk is accountable to the Head Librarian. The Library Clerk is the first point of contact for Library Patrons, often at the circulation desk. The Library Clerk is to maintain a neat appearance and helpful attitude.

### Skill Level and Qualifications

Excellent interpersonal skills are required in order to work effectively with other staff, volunteers, and the public.

Specific qualities include:

- ability to work independently and effectively in a team environment
- supervisory skills
- effective time management skills
- written communication skills
- willingness to increase Library knowledge through Library education courses and training
- self-motivated
- excellent computer skills
- comfortable dealing with Patrons of all ages and needs
- willing to organize and supervise programs for children
- minimum of high school diploma or equivalent

### Responsibilities

Perform daily duties to provide Library service to Patrons:

- charge and discharge materials

- shelve returned materials as needed
- accept and record payments
- place holds and inter Library loan requests
- provide reference services for Patrons including information searches and readers advisory
- register memberships

#### Assist Patrons with the use of technology:

- perform catalogue searches
- provide basic computer help on public access terminals
- guide Patrons with accessing online Library resources
- assist Patrons with copier/fax/scanner as necessary
- supervise Assistant Library Clerk when on duty with them, assisting them when necessary:
  - if apparent that wrong information is being given out
  - if having difficulty with Patrons in person or on the phone
  - if duties are performed incorrectly
  - by assigning tasks from "tasks to do" list when extra time is available
- perform collection management duties including back shelving, book repair, processing of new Library materials and discarding weeded materials etc.
- collaborate with Staff to provide Library programs to Patrons
- collaborate with Staff to set up displays within the Library
- collaborate with Staff to keep Library and workroom tidy
- be responsible to see that all closing up duties have been completed
- make acquisition recommendations to the Head Librarian based on Patron needs
- perform other related duties as requested by supervisor

#### Special Requirements

- Candidates offered a position with Coaldale Public Library will be required to obtain a criminal record check verifying a clear record before a job offer can be finalized.
- Candidates must be physically capable of lifting boxes up to 23 kilograms (50 pounds), maneuvering book trucks weighing up to 23 kilograms (50 pounds), and climbing on stools and ladders.

Job Title: Assistant Library Clerk

Reports to: Head Librarian

#### General Description

The Assistant Library Clerk is accountable to the Head Librarian.

#### Skill Level and Qualifications

- effective interpersonal skills
- competent computer user
- ability to arrange items in alphabetical and numerical order
- effective time management skills
- detail oriented
- 16 years of age or over
- familiarity with libraries is an asset

## Responsibilities

Perform day to day duties involved in providing Library service to Patrons:

- charge and discharge materials
- shelve returned materials
- assist Patrons with copier/scanner/fax
- provide basic computer help to Patrons as needed
- basic customer service
- assist with Library programming
- shelf-read
- prepare delivery bins for pick up
- assist with closing up duties
- work with Staff in keeping general Library areas and workroom tidy
- perform other related duties as requested by supervisor

## Special Requirements

- Candidates offered a position with Coaldale Public Library will be required to obtain a criminal record check verifying a clear record before a job offer can be finalized.
- Candidates must be physically capable of lifting boxes up to 23 kilograms (50 pounds), maneuvering book trucks weighing up to 23 kilograms (50 pounds), and climbing on stools and ladders.