

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

- supports the Board by providing prompt and accurate information and ongoing assistance
- provides regular reports to the Board
- provides professional expertise and opinions to the Board
- outside of Board meetings communicates to the Board Chair
- maintains a good working relationship with the Board
- participates in Board and community activities
- works with the Board to obtain adequate funds for Library operations

Library Administration

- directs policy implementation
- manages the day-to-day operations of the Library
- establishes objectives, based on Governance policy, for operational areas of the Library

Personnel Administration

- interprets Board policy to staff
- hires, supervises, evaluates, and dismisses staff
- monitors staff progress, suggests further training, and provides motivation
- accepts responsibility for staff performance.
- establishes and maintains personnel files

Planning

- suggests policy to be set by the Board
- assesses need for new programs
- prepares long- and short-term program plans and proposals in consultation with the board, staff, volunteers, and other community organizations
- establishes on-going plans for existing Library activities
- evaluates program achievements

Financial Control

- establishes and maintains procedures for bookkeeping and fiscal control
- administers Library funds according to the approved budget
- prepares and submits draft budgets to the Board and Town Council
- attends budget review meetings in an advisory capacity

Public Relations

- promotes public awareness of the Library
- ensures 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 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.