

Position Description

Lac La Biche County Library Board



Job Title: Library Director

Date: July 2007

Revision: Dec 2019

A. Position Summary

Under the general supervision of the Board, the Director is responsible for identifying, planning, organizing, executing and evaluating an effective spectrum of library service to the community.

B. Key Responsibilities

Key responsibilities are intended to reflect key areas of assignment but may not reflect all tasks that may be required in performance of these functions.

- 1. Develops and maintains organizational policies and procedures for Board approval, ensuring adherence to the same.**
 - Researches as required policies and procedures from similar organizations.
 - Presents to the board for review and approval.
 - Ensures staff orientation to policies and procedures and consistent application of the same
 - Initiates annual policy/procedure review by the Board for annual approval process.

- 2. Develops Annual Budget for Board Approval and Oversees Month to Month Expenditures.**
 - Develops the annual budget based on Board approved strategic plans/plan of service and special funding resources for Board Approval, utilizing the required format.
 - Reports to the Treasurer and to the Board regarding financial status, providing reasons for variances and plans for remaining on track within budgetary guidelines.

- Ensures financial practices are adhered to in processing expenditures and assigning charges to the chart of accounts.
- Applies for and administers grants to supplement and extend the library resources.

3. Liaison with Community Organizations

- Maintains active contact with other Library organizations such as Northern Lights Library System, Provincial Library Services and other libraries for the purpose of networking and awareness of activities, professional opportunities and shared best practices and the potential for joint initiatives.
- Represents the Library as required with community groups and organizations as a spokesperson, guest speaker or in other roles as appropriate.
- Maintains an effective public relations program, representing the Lac La Biche County Libraries' interests to the appropriate community groups, media and the municipality.
- Ensures proper liaison and support is provided to the Friends of the Libraries, volunteers and École Plamondon.

4. Provides for the Recruitment, Development, Support and Where Required Dismissal of Staff, in a Fair and Objective Manner; consistent with Organizational Policy.

- Recruits staff using standardized recruitment tools and techniques, upon budgetary approval for positions based on standardized descriptions and within organization wage and salary guidelines.
- Ensures all staff recruitment and selection adheres to Human Rights principles, legislation and regulations.
- Ensures all pay and benefits practices adhere to the Alberta Employment Standards Code or organizational policy should those exceed the Code requirements.
- Provides and promotes an environment conducive to a positive workplace atmosphere and team building, respecting the talents and contributions of all staff members and volunteers.
- Encourages staff development through delegation of authority and empowerment so that staff have the ability to independently pursue and complete their responsibilities within general guidelines and organizational policies and procedures.
- Provides annual staff performance reviews and ongoing performance support denoting accomplishments, opportunities for improvement and learning objectives.
- Ensures that staff members receive regular training in the areas of customer service, technology, electronic resources and the library catalogue.
- Administers all wage and salary guidelines according to organizational standards, ensuring equity, fairness and confidentiality of employee information.
- Ensures privacy standards are communicated, promoted and practiced, respecting the privacy of employee information and confidentiality of same.

- Oversees staff assignment to appropriate position entitlements based on the organization policy.
- Approves overtime and other authorizations such as travel and other reimbursements per organizational policies/procedures.
- Where staff performance creates a concern that could result in disciplinary action or the potential for dismissal, such matters must be directed to the Board in a timely fashion for their awareness and counsel.
- Creates staff work schedules in selected software that include programming and circulation desk times.

5. Oversees the Selection and Circulation and Sharing of the Library Collection

- Ensures that annual selection of materials is current and reflects the needs of the community.
- Ensures effective participation in the provincial interlibrary loan network
- Develops the collection through initiating orders, cataloguing materials and maintains a balanced collection at both branches.
- Ensures that invoices to other libraries for lost and damaged materials are sent in a timely fashion following TRAC guidelines.
- Prints and follows up with the monthly Polaris reports plus compiling of monthly statistics.

6. Oversees the Practices Related to Membership Within NLLS

- Regularly attends NLLS Librarian council meetings.
- Maintains an awareness of all NLLS services, service standards and membership requirements to ensure membership status.

7. Ensures Maintenance of all Library Services and Property

- Co-ordinates participation and compliance with provincial library initiatives.
- Regularly reviews service standards and recommends any required changes to the Board for consideration and approval.
- Ensures that library services are appropriately and effectively provided in accordance with the mission statements and the current Plan of Service.
- Oversees the maintenance of the library computer network and related services for both locations.
- Ensures any maintenance concerns are addressed with the municipality regarding repairs, maintenance and security of the premises.

8. Ensures Promotion of a Safe Workplace and Health and Safety Practices

- Provides staff orientation related to workplace safety and policies and procedures.
- Identifies workplace hazards and safety procedures/practices to remedy concerns.
- Identifies safety issues, incidents, concerns to the Board.

- Maintains an awareness of and compliance with provincial legislation related to workplace safety.
- Ensures Workers' Compensation records, claims and procedures are adhered to and maintained.

C. Supervision

Direct: Library Board

Given: Library Staff, Volunteers, Work Experience Students

Indirect: École Plamondon School Library Staff and Volunteers

D. Qualifications

Education: Baccalaureate or Masters Library Science Degree

Required Experience: Sole direction of a public library serving a populace of at least 2,500 with a full spectrum of library services.

Desired Experience: Sole direction of a public library with a staff complement of six, representing the full spectrum of library services.

License(s)/Certificate(s)/Professional Membership(s): None

Knowledge, Skills, Abilities, and Competencies

- Excellent knowledge of all Library Service Systems within Alberta.
- Excellent knowledge of NLLS services and requirements.
- Excellent knowledge of the current NLLS circulation system.
- Demonstrated ability to maintain strict confidentiality.
- Demonstrated ability to communicate and cooperate effectively with staff and library members.
- Demonstrated attention to detail and accuracy.
- Demonstrated ability to meet and handle deadlines effectively.
- Demonstrated ability to work independently and prioritize tasks effectively.
- Demonstrated ability to use good judgment and problem-solving skills.
- Ability to demonstrate effective team leadership and team membership skills, including problem solving, conflict resolution and fostering a positive work environment.
- Effective communication skills, including verbal and written and presentation skills.
- Holds and maintains a valid driver's licence and business insurance coverage.

Physical Effort/Strength Required

- Intermittent use of computer throughout each day, able to take breaks.
- Ability to reach and bend freely and lift packages up to 50 pounds.

E. Privacy and Security

Demonstrates awareness of and adherence to all policies, maintaining confidentiality and respecting privacy at all times.

F. Authorization

**Board
Chairperson**

Date:

<p>Incumbent:</p> <p>_____</p> <p>(I have received a copy of this Position Description)</p>	<p>Date:</p> <p>_____</p>
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