

Title: Area Librarian/Branch Manager

Department: Library

Reports To: Manager of Library Services

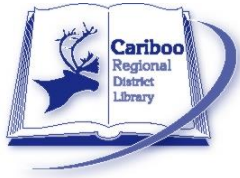
Date: May 2019

Summary

Reporting directly to the Manager of Library Services, the Area Librarian/Branch Manager is responsible for managing the operation of an Area Branch of the Cariboo Regional District Library System. Those responsibilities include supervising/training 8-10 staff, maintaining the library's physical collection, selecting materials for acquisition, determining equipment/building maintenance needs, coordinating public programming, compiling statistics, preparing reports, and responding to advanced reference queries. This position also provides advice and support to staff at several rural branches and works closely with Library Managers from other Branches to help plan innovative library services that address community needs. Travel by car to rural branches and to various locations throughout the Region to attend meetings is required.

Key Accountabilities

- Train staff in library procedures, policies and OH&S including participating in staff workshops.
- Coordinate and plan the arrangement and maintenance of the library collection and facility and evaluate the service in assigned area.
- Maintain and update library collection including weeding of library materials and selecting materials for acquisition.
- Determine equipment and hardware needs for the library.
- Review and assess patron needs and provision of library services for the area.
- Assist in the development, implementation and evaluation of library policies, procedures, services and goals for the Branch and for the Library System.
- Monitor library budget and revenues and prepare annual budgetary requirements.
- Promote library services and exchange information with community groups, clubs, educational institutions and the business community.
- Compile statistics on the library collections and prepare monthly and annual reports.
- Coordinate fund raising campaigns for the library.
- Respond to requests for reference information and library materials.
- Perform library circulation functions such as registering patrons, processing library loans and returns and receiving moneys for fines and photocopying.
- Ensure the provision of adequate maintenance and security for the library.
- Participate in management team meetings and on committees as required.
- Provide advice and support to designated Community libraries.
- Work with local community groups to offer library programs, services and resources that address the needs of local residents.
- Develop programs and initiatives with library staff to increase library utilization and resources.
- Measure and report on the effectiveness of library operations and services.



- Respond accordingly and manage issues within the branch that front-line staff are unable to handle or do not have the authority to handle, including but not limited to angry patrons, RCMP, emergencies and building maintenance.
- Provide professional library advice and support to front-line staff.
- Approve timecards, vacation requests and other non-vacation related time off requests for branch staff.
- Establish and set the work schedule for the branch staff and ensure that it is being followed.
- In consultation with the Manager of Library Services and the Human Resources Advisor conduct job interviews and if required to make decisions regarding the hiring and training of staff for the branch.
- Be aware of Cariboo Regional District and Library policies and procedures and ensure that they are being followed at all times by branch staff.

Qualifications, Skills and Abilities

- MLS or MLIS from an ALA-accredited library program.
- Minimum of 3 years of professional experience in a public library setting, including at least 2 years of leadership, supervisory and management experience.
- Demonstrated initiative, flexibility and a willingness to try new ideas.
- Ability to communicate effectively using superior written and verbal skills.
- Considerable knowledge of collection development and management.
- Ability to lead and empower employees to deliver effective, high-quality library services.
- Ability to effectively manage and lead change.
- An in-depth knowledge of integrated library systems, subscription databases, social media applications, and the wide variety of technology used by patrons to access library services.
- Strong organizational skills, a demonstrated ability to work cooperatively and effectively with other staff and to deal pleasantly and tactfully with the public.
- Strong customer service orientation including a knowledge of best practices related to public service.

Supervisory Responsibility

- Manage staff within the Library Branch

Working Conditions

- Required to be flexible and adapt to changing work demands.
- Travel required.
- Must maintain a valid BC Drivers License and have own vehicle.

This job description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties as required.