



“Collects and makes available to all residents such resources and programs as needed for self-development, recreation and information.

Our welcoming, confidential atmosphere promotes knowledge and literacy in our community.

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Library Director

General Description: The Library Director is responsible for implementing the library’s Plan of Service through the operations of the Library. The Library Director ensures that the library meets the needs of the residents of the community as defined in the Plan of Service.

Position Reports to: Town of Hanna Library Board. The Board Chair shall serve as the liaison between the Board and the Library Director in between Board meetings.

Director Reports to Position:

- Volunteers
- Program Coordinator
- Interlibrary Loan Clerk

Responsibilities: The Library Director has responsibilities in the following areas:

1. The Library Board

- Cultivates a healthy, mutually empowering relationship with the Library Board. Supports the Board’s work.
- Attends Board meetings.
- Provides regular reports to the Board on all matters essential to the effective functioning of the library and the Board.
- Provides professional expertise, prompt and accurate library information and opinions to the Board.
- Understands the framework for public library service in Alberta.
- Understands, applies, and explains applicable laws, including the *Libraries Act* and *Libraries Regulation*.
- Assists Board Chair in identifying assignments to working committees of the Board and developing Board leadership.
- Ensures implementation of the Board’s vision and strategic direction outlined in the Plan of Service.
- Performs ongoing evaluation to help the Board gauge the success of the Plan of Service.
- Ensures accurate statistics are kept. Documents library use in terms of community impact and value.
- Drafts and recommends policy for consideration by the Board.
- With the Board, develops HR policies that support a healthy work environment and meet applicable standards.
- Participates in Board and committee activities as required.
- Orients new Board members to library operations.

2. General Administration

- Ensures implementation of the Board’s vision and strategic direction outlined in the Plan of Service.
- Directs policy implementation and administers the organization.
- Develops procedures that guide safe, efficient and effective library operations.
- Develop plans of action, and carry them through to their successful completion.

- Recognize and set priorities and to use initiative and independent judgment in a wide variety of situations.
- Manages the day-to-day operations of the library.

3. Personnel Administration

- Provides effective leadership of staff.
- Plans for and supports staff development.
- Contributes to effective decision making regarding library services and programs.
- When leading meetings, manages the meeting to optimize information sharing and decision making.
- Applies effective change management strategies to assure effective implementation of change and acceptance by stakeholders.
- Understands and applies legal standards and requirements for human resources (HR)/personnel management.
- Select, develop, motivate and evaluate staff.
- Builds a productive workforce through effective recruitment and selection.
- Creates an organizational structure that enables a culture of teamwork and exemplary service.
- Empowers and supports employees to deliver effective, high quality library service.
- Engages staff in coaching conversations.
- Establishes effective strategies for performance management.
- Ensures that library volunteers are recruited, trained, and evaluated effectively.
- Acts as a liaison between Board and staff
- Interpret Board policy decisions to staff

4. Financial Control

- Understands and employs basic budget and finance concepts and terminology.
- Assists the Board, with annual budget preparation.
- Initiates and prepares applications for funding for projects and programs, and follows through on reports of expenditures, as required.
- Oversees canvassing of local community groups and businesses for donation of funds and resources as appropriate

5. Relationship Management

- Cultivates a presence and relationship with municipal council. Cultivates a good working relationship with municipal employees as applicable.
- Seeks to expand and deepen other community leaders' awareness and understanding of the public library.
- Contributes to the planning efforts of the municipality and other community organizations.
- Builds relationships with other key agents in Alberta's public library sector, including the local library system, Public Library Services Branch, and other associations and entities. Attends relevant meetings.
- Build strategic partnerships and community coalitions, and foster positive relationships.
- Ensures effective and friendly representation of the Library to the community. Promotes increased public awareness of the library.
- Represents the library at community functions.

6. Other Professional Responsibilities

- Keeps abreast of current developments in library services and programs through attendance at training workshops, seminars and conferences as budget allows.
- Assumes other duties as required.

Qualifications:

- High School Diploma required; Post-Secondary Degree preferred
- Experience in a supervisory or management role is an asset.
- Canadian citizen or able to work in Canada.
- Leadership ability.
- High emotional intelligence.

Working Conditions:

- Occasional evening or weekend work, or shift work.
- Occasional work with difficult clients.
- Valid driver's license.

Physical Requirements:

- Occasionally stand for extended periods of time.
 - Occasionally lift up to 35 pounds.
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Wage: \$23.00-\$26.66/hr 40 hr/week

Benefits: Hanna Municipal Library promotes the wellbeing of our employees promoting flexibility and a comprehensive Benefit Package.

Hours: 40 hr/week

If you are interested in this position, please forward your Resume to:

Melanie Jensen

Email: mjensen@hanna.ca

Competition Closing Date February 3, 2020 or until suitable candidate for position is selected.

We thank all that apply. Only short-listed applicants will be contacted for an interview.