

Library Manager Job Description

Town of Edson Library Board

The Manager has general responsibility for the operation of the library and for providing innovative leadership, direction and focus for the Board and staff. The Manager is responsible to and is supervised by the Board. Annual performance reviews are conducted in conversation with the Personnel Committee.

Areas of Responsibility

- Work with the board to provide leadership and vision for the staff and community.
- Oversee financial processes, accurate financial control procedures and budget forecasting.
- Provide leadership, development, and oversight of staff, including a bookkeeper in a unionized environment.
- Maintain a viable succession framework for staff.
- Manage, evaluate, and report on library operations.
- Recommend policies and procedures, strategy, and services to the Board, reflective of community and organizational needs.
- Build and maintain exceptional working relationships with strategic partners including the Town administration, Yellowhead County, community agencies and other partners.
- Ensure communication processes are in place to provide accurate and timely information to the community, staff, Board, and other stakeholders and partners.
- Participate in ongoing professional development and in professional associations.

Qualifications

- Master's in Library and/or Information Sciences (MLIS) from an ALA accredited institution with background in management, finance, and administration preferred.
- LIT Diploma with relevant and directly applicable background and experience will be considered.
- Professionals in marketing, sales, communications and/or experience in the government or not-for-profit sector will be considered, with relevant and directly applicable background and experience.
- 3 - 5 years of prior experience in a leadership or library management role.
- 5 years of prior budget and forecast experience is an asset.
- Public library experience in a variety of roles is considered an asset.
- Experience in working with a volunteer board is beneficial.
- Demonstrated success in working with and leading teams.
- Valid driver's license.

Skills and Abilities:

- Strategic and visionary thinking and analysis.
- Exceptional interpersonal, critical thinking and communication skills.
- Excellent written, verbal and presentation skills.
- Strong financial management skills.
- Effective change management skills.
- Up to date on relevant trends, industry, technology, tools, and best practices for library services.

Key Competencies

- **Achieving Results:** Vision and goal setting; designing strategy and structure; creating and managing change; innovation.
- **Results Orientation:** Possesses the ability to focus on desired outcomes, and how to achieve them, by meeting and/or exceeding standards based on past performance, goals and objectives. Holds oneself and others accountable for effectively meeting organizational goals. Develops priorities and plans for the effective use of resources to meet organizational objectives. Establishes challenging goals for direct reports; provides supports but holds them accountable. Prioritizes and streamlines work.
- **Strategic Thinking:** Analyzes and interprets the strategic direction of the library. Has a clear understanding of the goals and objectives in the Plan of Service and uses that information to develop responsibilities, goals, tasks and initiatives that align with the long-term plans. Reflects on experience, organizational practices and processes to determine the correct course of action. Analyzes the internal and external environment to identify current and future opportunities, challenges and risks. Anticipates trends, develops responses and revises operations and structure to meet and respond to changing objectives.
- **Networking and Relationship Building:** Effectively builds constructive, friendly, professional relationships and networks of key contacts with people and colleagues, and maintains partnerships that can provide information, assistance and support. Has solid, long-term networks and continues to increase networks to enhance strategic opportunities. Possesses a positive and credible reputation both internally and externally. Utilizes networks and working relationships to identify strategic opportunities and potential partnerships. Evaluates current networks to discover opportunities for expansion, to support the organization in meeting strategic objectives and goals.
- **Negotiation:** Gains support of ideas, proposals and solutions from others and helps others to understand complex initiatives and sensitive situations to resolve disagreements and conflicts. Considers other opinions while holding strong to firm directions and goals. Fosters trust with other parties by being transparent, respectful and sensitive to individual needs. Recognizes when to be cautious or assertive depending on the situation. Builds support by including key individuals in solution building with expert opinions and third-party recommendations.
- **Leadership:** Champions the library both internally and externally. Models exemplary behaviour. Builds commitment and engagement to the mission and objectives of the library. Has a high level of credibility with staff, stakeholders and customers. Builds and maintains partnerships that are critical to the ongoing success and image of the library.

Key Success Indicators

- Provides strategic and proactive leadership and vision for the library.
- Responsive service is delivered to the community.
- Ensures finances are effectively managed and transparent to the Board and stakeholders.
- Takes a leadership role in developing organizational strategies.
- Practices and promotes innovation and collaboration.
- Develops and maintains relationships and partnerships with diverse community stakeholders.
- Builds and maintains a high-performance culture through effective performance management, communication and coaching of staff.

Working Conditions

Office-based work performed typically includes administrative duties and varying levels of physical effort, including moderate lifting (up to 10 kgs), sitting, walking, standing, pushing, pulling, reaching, driving, carrying. Repeated motion of office tasks.

Able to work evenings and weekends as required.

Some travel required. Must maintain alertness and respond appropriately using defensive driving skills in various conditions (traffic, weather, distractions).

Moderate exposure to the public in a service provision capacity. Potential exposure to client concerns and volatility.

The Library Manager is committed to upholding the Canadian Federation of Library Association's position statements on [Intellectual Freedom](#), and [Diversity and Inclusion](#).

Satisfactory background screening is required for this position including a Criminal Record Check and a Vulnerable Sector Check.