



Summer Village of Seba Beach

Employment Opportunity – Seba Beach Public Library Manager

General Description:

17.5 hours per week (Fall hours January to May, September to December Tuesday 11:00 am to 5:00 pm, Thursday 11:00 am to 5:00 pm, Saturday 10:00 to 2:00 pm) 35 hours per week - Summer hours (June to August) Tuesday to Saturday 10:00 am to 5:00 pm.

The Library Manager is accountable to the Library Board through the Chair of the Board. The Library Manager is responsible for implementing the library's Plan of Service through the operations of the Library.

The Library Manager has responsibilities in the following areas:

- 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.
- Assists Board Chair in identifying assignments to working Committees of the Board and developing Board leadership.
- Recommends policy for consideration by the Board.
- Maintains a good working relationship with the Library Board.
- Participates in Board and committee activities as required.
- Orients new Board members to Library operations.
- Attends Board meetings.
- Directs policy implementation and administers the organization.
- Manages the day-to-day operations of the Library.
- Oversees property maintenance.
- Accepts responsibility for hiring, supervising, coaching, evaluating and dismissing staff.
- Provides an annual performance evaluation for all employees and reports results to the Board.
- Determines appropriate hours of work.
- Arranges staff work schedules for the purpose of providing fair and adequate staff coverage during the hours of Library operation.
- Recruits and trains library volunteers
- Prepares long and short-term program plans and proposals in consultation with the Board, staff, volunteers, and other community organizations.
- Establishes operational program objectives, based on Board directions.

- Establishes ongoing plans for existing Library activities.
- Leads evaluation of existing library programs.
- Compiles necessary statistics based on input from all other staff members.
- Oversees expenditures according to approved budget.
- Puts together all monthly financial records including all revenue and expenditures.
- Provides monthly financial reports to the Board.
- Sits as a member of the Board Finance Committee, which prepares the annual budget.
- Completes applications for grants with the help of the Board or designated committee.
- Initiates and prepares applications for funding for projects and programs, and follows through on reports of expenditures, as required.
- Provides friendly, helpful and efficient library service to patrons.
- Develop library collections and access which responds to the evolving needs of all library patrons as identified in Plan of Service.
- Demonstrated ability to think creatively, develop plans of action, and carry them through to their successful completion.
- Demonstrated leadership ability.
- Demonstrated ability to recognize and set priorities and to use initiative and independent judgment in a wide variety of situations.
- Excellent verbal and written communication skills.

Qualifications:

- A post-secondary degree in library & information studies, a library technician diploma, or related training or experience.
- At least three years' experience in a supervisory role.
- Ability to work evening and weekend shifts as required.
- Valid driver's license.

Resumes may be dropped off at the Summer Village of Seba Beach or emailed to svseba@telusplanet.net or sebabeachlibrary@yrl.ab.ca with the subject line "Library Manager Position". We thank you for your interest, but only those applicants selected for an interview will be contacted.

CLOSING DATE FOR JOB APPLICATIONS: FRIDAY, MAY 29, 2020