

PURPOSE

Provides leadership and direction for the Camrose Public Library by directing, planning, managing, and evaluating high-quality, customer-oriented public library collections, services, and programs, for residents of Camrose and surrounding area as authorized and delegated by the Library Board and in accordance with the Alberta Libraries Act and its Regulations, while maintaining the library's vision, mission, values and beliefs, as well as the strategic goals and objectives as outlined in the Library's multi-year Plan of Service.

REPORTS TO: Camrose Public Library Board

DUTIES AND RESPONSIBILITIES

- Establishes and accomplishes library objectives in collaboration with the Manager.
- Advises the Board on political actions, budget, policies, services, and supports Board functions.
- Identifies strategies to obtain the resources the Library needs to reach the goals set in the multi-year Plan of Service and to deliver services in a cost-effective manner. Oversees new fund development planning and implementation.
- Ensures that all revenues are received and all funds are expended in an efficient and effective manner in accordance with the approved operating and capital budgets as authorized by the Board by working with the Library Manager.
- Coordinates strategic planning efforts so that community needs are met as set out in a multi-year Plan of Service as mandated by provincial library legislation.
- Ensures there is a qualified effective workforce to provide quality library services to City and County residents and that staff works productively and efficiently.
- Ensures library assets are appropriately managed and maintained, including the physical building.
- Creates understanding and positive image of the Library by building relationships, establishing and maintaining contacts within and outside the community
- Coordinates the support services provided including accounts payable, accounts receivable, human resources and payroll services, public relations, communications, fund development, accounting/financial services, and facility services.

CONTACTS

- Library Board Members
- Library Board Chair
- Senior staff
- Staff that directly report
- All library staff
- City and County Council
- City of Camrose Administration
- City of Camrose Department Directors
- Community businesses and organizations
- Provincial library stakeholders
- Library colleagues
- Library associations

KNOWLEDGE, SKILLS, AND ABILITIES

- Has knowledge of public library philosophies, principles, roles, values, and procedures.
- Understands the role and potential of technology in the delivery of services.
- Understands the organization, its context, and the development of long-term strategies to best position the Library in the community.
- Able to read the environment and understand current trends as well as work and lead in a politically-sensitive environment.
- Demonstrates strategic thinking, exercises sound business judgment and discretion, with a high degree of confidentiality.
- Has strong analytical and problem-solving abilities.
- Strong collaboration and consensus-building skills.
- Able to exercise initiative and independent judgment, set priorities, resolve problems, and deal effectively with competing deadlines, priorities and crisis situations.
- Able to apply creative thinking and develop, propose, and implement original solutions to problems.
- Able to present information effectively and persuasively in a variety of communication settings.
- Has excellent organizational, interpersonal, diplomatic, and human resource management skills.
- Able to lead and work effectively in a team environment.
- Demonstrates vision of what high quality public library service entails as well as the planning skills required to turn this vision into a reality.
- Commits to continuous, life-long learning.
- Has thorough knowledge of budgetary planning, fiscal and personnel management.
- Has knowledge of leading edge library technology and impacts on library services. High levels of sensory attention needed for interviewing, budget development, creating reports for the Board, complicated projects, and spreadsheet creation.
- Proficient in current technology
- Has valid driver's license and own transportation.

PROBLEM SOLVING

- Balance expectations and demands of patrons, board members and staff in a time of rapidly changing technology, coupled with fiscal restraints and heavy use of library services.
- Develop strategies to fund capital needs, such as fund development strategies, and ensure that donors are happy with the conditions negotiated.
- Collaborate with architects, interior designers, vendors, and staff to create unique spaces in the library.
- Select process to use for gauging community needs and developing a Plan of Service.

WORKING CONDITIONS

- General automated office environment.
- High level of mental stress due to competing deadlines and priorities, frequent interruptions, staff expectations, and patron demands. Must be able to deal effectively with a great number of widely variable tasks on a daily basis.
- Required to work a flexible schedule to accommodate meetings with Board Members, colleagues from municipal departments, community groups, and colleagues from other libraries.

PHYSICAL REQUIREMENTS

- Sitting: at computer for extended periods
- Lifting and carrying: 50 pounds or less
- Pushing and pulling: objects weighing 300 to 400 pounds on wheels

MINIMUM QUALIFICATIONS

A Master of Library Science degree from an accredited university and:

- At least seven years of progressively responsible library employment including three years at a senior administrative level with management and supervision experience and three years working with a library board.
- Suitable equivalencies will be considered.

DESIRABLE

- Training and experience in personnel management or labour relations, finances and facilities is desirable.



Job Description: Interim Director

Approval Date: May 20, 2014

Revision/Review Date: May 2017

Approval Signature: _____

Camrose Public Library Board Chair