

FRASER VALLEY REGIONAL LIBRARY

JOB DESCRIPTION

JOB TITLE: Librarian 3 - Community Librarian

February 17, 2011

JOB CLASSIFICATION: Pay Grade 15a

FUNCTION:

Under the general direction of the Library Manager, the Librarian 3 - Community Librarian is responsible for the planning, organization and delivery of adult, youth and children's services and programs, including the effective operation of circulation services at a library. This position is also responsible for financial reporting, coordinating building and equipment maintenance services, and supervisory and administrative duties.

WORK PERFORMED:

1. Assists in developing and maintaining all routines necessary to ensure the effective operation of the library consistent with FVRL policy and procedures. Provides advice for improvements to circulation policies and procedures, and adult, youth and children's services and programs.
2. Provides leadership and guidance to staff through supervision, staff selection, orientation, training, staff development, performance appraisal and staff meetings. Communicates and interprets FVRL policies, procedures and information to staff and the public.
3. Provides quality service through leadership, guidance and communication to and with information and circulation staff to meet community needs. Solicits and conveys information from staff to Library Manager, senior management and other system committees.
4. Directs and provides reference, information, and readers' advisory services using a variety of electronic and print information sources. Responsible for training the public in the use of electronic and print resources.
5. Develops and supervises programs and services with the assistance of information staff to meet community needs.
6. Performs administrative duties including scheduling, assignment of daily duties, writing reports, and statistical reporting. Collects, reviews for accuracy, resolves problems, and authorizes timesheets prior to forwarding them to payroll.
7. Completes a variety of cash reports. Reconciles daily cash and makes bank deposits. Calculates and compiles monthly financial reports. Prepares petty cash requisitions for authorization.

8. Assists in selection, including children's and adult reference materials, collection maintenance, and weeding and discarding of library materials consistent with FVRL collection development guidelines.
9. Allocates, monitors and reconciles specific budgets, and makes recommendations for capital budget items.
10. Promotes the library through community liaison, tours, group presentations, and programs. Develops promotional and resource material.
11. Assists in the planning, implementation, measurement and evaluation of services and programs. Participates on committees that recommend policies to the Director of Public Services to ensure the efficient, effective and economical delivery of services.
12. Performs circulation duties, responds to public and staff queries and resolves problems.
13. Performs basic equipment maintenance and resolves routine hardware and software problems. Contacts internal and external service personnel to arrange for servicing of library equipment and/or facilities. Oversees use of meeting rooms.
14. Performs other related duties as assigned.

RELATIONSHIPS:

- | | | | |
|----|------------------|---|--|
| 1. | Supervisor | Direct: | Library Manager
Deputy Library Manager |
| | | Advisory: | Director of IT and Support Services
Manager of Information Technology |
| 2. | Staff Supervised | Direct: | Operations Supervisor
Librarian 1 - Information Services
Librarian 1 – Multilingual Services
Assistant Operations Supervisor
Library Technician
Circulation Assistant
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| | | Advisory: | N/A |
| 3. | Other | Frequent contact with FVRL staff, the public and community organizations. | |

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrated ability to effectively administer day-to-day operations including workflow management, development of procedures and supervision of staff.
2. Demonstrated knowledge of and proficiency in children's literature, readers' advisory, reference search strategy/interview techniques and programming.

3. Understanding of automated library systems and a demonstrated proficiency in the use of electronic resources.
4. Ability to develop and maintain effective working relationships with library staff, the public, community/municipal agencies, and external service providers in the provision of quality library services.
5. Demonstrated ability to prepare and maintain reports, correspondence, statistics, procedure manuals and records.
6. Strong interpersonal, oral and written communication skills.
7. Ability to carry out job functions with flexibility, creativity and initiative.
8. Strong organizational skills.

EDUCATIONAL REQUIREMENTS, TRAINING AND EXPERIENCE:

1. Master's Degree in Library Science from an ALA accredited library school or equivalent library degree.
2. Justice Institute of BC – Foundations of Effective Management Certificate supervisory program (14 credit days), or equivalency.
3. Combination of three years work related and on the job experience.
4. Valid B.C. Driver's Licence.
5. Criminal records check is required for positions delivering programs to children and young adults.