

<b>RAINY RIVER PUBLIC LIBRARY POLICY MANUAL</b>	
Category: <b>PERSONNEL</b>	Number: <b>PE10</b>
Topic: <b>Job Descriptions</b>	Page: <b>1</b>
Date: November 2, 2011 <b>Revised: March 26, 2019</b>	Authorized by:

This policy establishes the titles, duties and responsibilities of library employees.

1. All permanent employees of the library shall have a written description of their duties and responsibilities. The library board must review and approve this description at least once every four years.
  
2. The titles, duties and responsibilities of all permanent positions at the library are only those positions shown in Schedule A to this policy. Any job classes, titles and descriptions of duties and responsibilities dated prior to the approval of this policy are now void.
  
3. Employees hired under the terms of a grant or employment program shall have titles, duties and responsibilities in accordance with the guidelines of the grant or program. Such titles, duties and responsibilities will be assigned by the CEO following general approval by the library board.
  
4. Volunteers and co-op placement students shall have duties and responsibilities as shown in the Volunteers policy.

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## **SCHEDULE A**

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**POSITION TITLE:** Chief Executive Officer / Librarian  
**POSITION REPORTS TO:** Rainy River Public Library Board  
**POSITION SUPERVISES:** All other paid staff and volunteers

### **GENERAL DESCRIPTION:**

Reporting to the Library Board, the CEO/Librarian is responsible for all aspects of the administration of the library, including budgeting, staffing, collections development, cataloguing, circulation, reference and readers advisory services, electronic services, promotions, fundraising, and special programs for children and adults. The position is suitable for a highly-motivated individual who enjoys working with the public. The CEO/Librarian is the community ambassador for our library. Tact, diplomacy and excellent attention to detail are essential. The position supervises an Assistant Librarian and a variable number of student assistants and volunteers. The CEO/Librarian must be able to deal effectively and professionally with confidential information.

### **SPECIFIC DUTIES:**

- **ADMINISTRATIVE:** administers the library to conform to established goals; collects, opens and sorts mail; completes occupational health and safety inspections; inventories and orders supplies; maintains all library records; maintains library facility and liaises with landlord on facility issues; prepares library policies; reads, sorts and responds to email
- **ANALYTICAL:** analyzes library statistics and prepares statistical reports, including the annual report; helps formulate strategic goals with the library board and publishes the strategic plan; interprets policies and procedures for staff and patrons; plans for the future
- **CIRCULATION:** delivers circulation, reference and reader's advisory services, including holds notification; administers overdue process; completes quality assurance checks on

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patron records; empties bookdrop; processes interlibrary loan requests; processes periodicals; registers patrons and orients patrons to the library; shelves library materials, shelf-reads

- **COLLECTIONS:** administers pool collections, catalogues library materials using MARC, RDA, AACR2R2, and LCSH; completes or assigns finish processing of library materials; evaluates donations; maintains library catalogue and troubleshoots Apollo – primary contact for Biblionix; purchases new materials; weeds library collection
- **CREATIVE:** develops and delivers special programs for adults; develops and delivers special programs for children; writes and creates promotional materials
- **ELECTRONIC SERVICES:** administers library website; purchases and troubleshoots computer hardware and software; administers Axis360 eBook portal – primary contact for Baker & Taylor
- **FINANCIAL:** administers fundraising activities, including regular book sales; administers granting programs; collects desk revenue; completes payroll; identifies grant opportunities for the library and applies to such programs on approval of the board; prepares and completes bank deposits; prepares and presents annual budget; works with local municipalities on library board finances
- **HUMAN RESOURCES:** establishes public service schedule; maintains skills and attends workshops; orients volunteers; recommends the hire, promotion, suspension, and dismissal of all other staff; supervises all other library staff, including student employees and volunteers
- **PHYSICAL PLANT:** open and closes library facility; maintains library facility
- **STRATEGIC:** maintains relationships with community partners; maintains relationships with other libraries and library agencies, including Ontario Library Service-North; participates in the work of local, provincial and national library agencies and their committees; seeks out strategic partnerships for the board

**MINIMUM QUALIFICATIONS:**

- Post-secondary qualification in library techniques (preferably EXCEL/Advanced EXCEL) and an honors degree in an information-related field.

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- At least seven years' experience in a public library setting, including both circulation and supervisory experience.
- Skilled in original cataloguing using MARC, RDA, AACR2R2, and LCSH; a working knowledge of Biblionix Apollo is very desirable.
- Strong computer skills, including using a wide range of software (especially MS Excel) and troubleshooting hardware.
- Demonstrated success in writing grant proposals and public relations material.
- Comfortable delivering children's programming, including storytimes for the very young.

**HOURS OF WORK:**

Per Policy PE3 (Hours of Work)

**PAY SCALE:**

Per Policy PE4 (Salaries, Wages and Benefits)

**PROBATIONARY PERIOD:**

three months

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**POSITION TITLE:** Assistant Librarian  
**POSITION REPORTS TO:** CEO/Librarian  
**POSITION SUPERVISES:** student assistants and volunteers, if required

**GENERAL DESCRIPTION:**

The Assistant Librarian provides basic library services in collaboration with and during the absence of the CEO/Librarian. Responsibilities include circulation, answering basic reference and reader's advisory questions, registering patrons, collecting desk revenue, helping patrons use the internet, opening and closing the library facility, picking up mail, and receiving patron requests. This position is suited to a self-starter who enjoys working with the public. The Assistant Librarian may be required to oversee a student assistant and volunteers.

**SPECIFIC DUTIES:**

- **ADMINISTRATIVE:** collects, opens and sorts mail; identifies occupational health and safety concerns; inventories supplies; reads, sorts and responds to email
- **CIRCULATION:** delivers circulation services, including holds notification; delivers reference and reader's advisory services, such as recommending suitable titles to match expressed patron interests; administers overdue process; empties bookdrop; places interlibrary loan requests for printed materials; receives and processes interlibrary loans; registers patrons and orients patrons to the library; shelves library materials, shelf-reads
- **COLLECTIONS:** completes finish processing of library materials; completes copy-cataloguing of periodicals; receives and categorizes donations; assists CEO using selection tools and suggests acquisitions; assists with periodic inventory of the collection
- **CREATIVE:** assists with special programs for adults; assists with special programs for children; assists with creation of promotional materials, including postings on Library social media platforms; undertakes merchandizing, including the organization and maintenance of book displays and book lists

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- **ELECTRONIC SERVICES:** troubleshoots computer hardware and software; assists patrons using eBook and downloadable audiobook services
- **FINANCIAL:** collects desk revenue; accounts for fundraising revenue in the absence of the CEO/Librarian
- **HUMAN RESOURCES:** maintains skills and attends workshops, including strategies for dealing with difficult patrons; may supervise student employees and volunteers
- **PHYSICAL PLANT:** opens and closes library facility; maintains library facility

**MINIMUM QUALIFICATIONS:**

- Post-secondary qualification (preferably in library techniques).
- Prior experience in a public library environment very desirable.
- Broad knowledge of literature for children and adults.
- Excellent computer skills. The successful candidate will be required to learn the Biblionix Apollo integrated library system.
- Tact, diplomacy and attention to detail are essential.
- Comfortable handling financial transactions and confidential information.
- Ability to work both independently/without direct supervision and with minimal supervision.

**HOURS OF WORK:**

Per Policy PE3 (Hours of Work)

**PAY SCALE:**

Per Policy PE4 (Salaries, Wages and Benefits)

**PROBATIONARY PERIOD:**

three months