

Assistant Manager

Supervisor: Library Manager

Position Summary

The Innisfail Public Library Assistant Manager supports the Library Manager in the day-to-day administration, programming, financial operations, marketing and supervision of the library. The Assistant Manager plays a key leadership role in ensuring quality public service, maintaining efficient operations, and promoting the library's mission within the community.

Programming and Community Engagement

- Assist in initiating, implementing, coordinating and evaluating library programs based on identified community needs.
 - Work collaboratively with program coordinators and presenters to develop engaging services and events for all ages.
 - Oversee guest presenters, program budgets, scheduling, marketing, and quality control for library programming.
 - Evaluate program outcomes and recommend improvements to better serve the community.
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Marketing and Public Relations

- Develop, implement, and regularly update the library's marketing plan.
 - Take the lead in managing the library's social media presence and digital communications.
 - Coordinate promotional campaigns for library services, collections, and events.
 - Ensure local media outlets receive timely information regarding library news and programming.
 - Maintain current advertisements, posters, displays, website content, and promotional materials.
 - Represent the library professionally and positively within the community.
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Financial Administration

- Responsible for administering expenditures within the annual budget approved by the Innisfail Public Library Board.
- Practice prudent financial management and monitor spending within assigned budgets.
- Establishes budgets for programming and marketing.
- Assist with financial reporting and provide timely information to the Library Manager.
- Support grant writing initiatives and related documentation as required.
- Perform additional financial duties assigned by the Library Manager.

Records and Administrative Support

- Ensure library statistics, records, policies, and correspondence are accurate, complete, and up to date.
- Assist the Library Manager with maintaining and updating the library policy manual.
- Attend regular staff meetings and prepare meeting minutes.
- Support administrative reporting and documentation requirements.

Human Resources and Staff Support

- Supervises programming staff.
- Participate as a second interviewer during recruitment processes.
- Assist the Library Manager in updating and maintaining staff orientation materials and binders.
- Support onboarding and training initiatives for employees and volunteers.
- Foster positive communication and collaborative relationships among the Library Manager, staff, volunteers, and patrons.
- Perform personnel-related duties as assigned by the Library Manager.

Facility Operations

- Assist in ensuring the library building remains a safe, welcoming, comfortable, and efficient environment for patrons, staff, and volunteers.
- Monitor operational needs and report maintenance or safety concerns promptly.

Professional Representation

- Promote the library in a professional and positive manner when interacting with the public and community partners.
- Maintain high standards of customer service and ethical conduct.
- Participate in appropriate professional development activities to enhance knowledge and skills.

Other Duties

- Carry out additional responsibilities and special projects as assigned by the Library Manager.
- Contribute to a collaborative leadership team focused on continuous improvement and exceptional library service.