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PUBLIC LIBRARY
BLACKFALDS

Job Posting: Library Manager

The Blackfalds Public Library is a vibrant, community-oriented library seeking a highly organized, proactive, and dedicated Library Manager to oversee day-to-day operations and ensure smooth delivery of library services. This leadership role is ideal for someone passionate about public libraries, customer service, inclusivity, intellectual freedom, and administration.

Position Summary

The Library Manager is responsible for the operation of the library. It is a full-time, 35 hours per week, permanent position (supervising 11 staff) reporting to the Town of Blackfalds Library Board. With the overall goal of providing the best possible library service to the community, the Library Manager works closely with the Library Board, Regional Library System, and Municipal, Provincial, and Federal Government Agencies, and with concerned individuals and organizations. The Library Manager may delegate responsibilities and authority to library employees; however, final accountability to the Library Board for delegated tasks will rest with the Library Manager.

A. Duties and Responsibilities

1. Advises and assists the Library Board in developing objectives, policies and programs, services, and the library's Plan of Service (strategic plan).
2. Hires, trains, and supervises staff using appropriate management policies and plans. Organizes, evaluates, and supervises the day-to-day operation of the library in accordance with the Library Board policies.
3. Serves as a representative of the Library Board and library in the community.
4. Prepares reports, grant applications, and assignments as directed by the Board.
5. Prepares agendas and supporting documentation for Board meetings.
6. Works with the Board in developing and maintaining the library budget and is accountable for cash on hand.
7. Acts as library liaison to the Friends of the Library Society and the public to ensure that community needs are met.
8. Builds and maintains positive relations with the Town of Blackfalds staff and other community organizations.
9. Develop and maintain the library collections in accordance with policies of the Library Board.
10. Plan and implement library marketing and public relations initiatives.
11. Works with library staff in recruitment, training, and supervision of volunteers.

12. Performs other duties as required.

B. Knowledge, Abilities, and Skills

- Knowledge of public library philosophies, principles, roles, values, and operational procedures.
- Ability to deal with a varied public effectively and professionally.
- Ability to compile, draft, and present reports.
- Able to exercise initiative and independent judgment, set priorities, resolve problems, and deal effectively with competing deadlines.
- Has excellent organizational, interpersonal, diplomatic, and human resource management skills.
- Skills and experience developing work schedules and work assignments.
- Knowledge of and experience with budgeting and accounting.
- Knowledge of legislation and regulations pertaining to the position.
- Proficient with current technologies.
- Possess strong communication skills – verbal and written.

C. Qualifications

- Master's Degree in Library and Information Science (MLIS/MLS) from an ALA-accredited program
- Minimum of 2-4 years of experience in a public library environment
- Bondable
- Possesses a valid driver's license and own transportation

D. Compensation

- $80,000 – $90,000 (commensurate with experience)
- 6-month probationary period
- Benefits & pension offered upon completion of the probationary period
- Ideal candidate may have some relocation expenses considered