



Job Title: Assistant Manager

Reporting to the Library Manager, the Assistant Manager oversees staff, develops the collection, and ensures customer service goals are met. From assisting with technology questions to book ordering and staff scheduling, the Assistant Manager is a vital individual who assists in the management and leading our team. From tackling technology questions to curating the perfect reads, the Assistant Manager is the ultimate book buff and community connector.

Scheduling: This is a permanent part-time position of up to 35 hours per week. This position will include varied schedules, including days, evenings, and weekends.

Compensation: \$26.41- \$29.72 per hour, depending on applicant qualifications and experience.

Responsibilities:

Administration and Management (50%)

- Supervise and train library staff and volunteers.
- Prepare staff schedules.
- Assist in hiring and evaluating staff.
- Track sick leave, vacation, and hours worked.
- Prepare invoices for library purchases and patron billing.
- Accept and record money received by the library.
- Handle basic finance responsibilities, including cash transaction, balancing the cash register, and entering/tracking receipts.
- Record and analyze library statistics.
- Track financial information.
- Assist in the writing and administration of grants.
- Coordinate volunteer activities and tasks
- Prepare new spreadsheets for year-end rollover.

Collection Development (25%)

- Collection development for assigned collection areas: selection and ordering, following the Collection Development Policy and current library budget.
- Collection Management including processing materials, materials maintenance and de-selection, and managing donations.
- Maintain materials order records, on order and received.

Technical Services (10%)

- Assist in computer network and library software management.
- Preparing materials for shipping.
- Assist with maintaining the library website.
- Provide support and training for staff in new procedures/software.



. Public Relations and Advocacy (5%)

- Ensure the orderliness and attractiveness of the library
- Provide community outreach.
- Work cooperatively with all library and town staff
- Maintain excellent public relations with library users and the community.

Customer Service (10%)

- Opening and closing duties.
- Perform circulation desk duties, register/renew patron memberships and assist in preparing materials for PRLS van runs.
- Assist patrons in resource and information retrieval.
- Provide reference service and readers' advisory.
- Assist the public with computer use and provide informal computer instruction.
- Plan and implement services under the supervision of the Library Manager as needed.
- Assist in the planning and provision of special events.
- Be knowledgeable of in-house services and technologies.
- Be knowledgeable concerning contemporary library services and technologies in the region and throughout the province through attendance of professional development opportunities.
- Schedule and supervise student exams.

Other

- Other duties as assigned by the Library Manager.
- Assume the duties of the Library Manager in the event of their absence.

Qualifications

- Diploma in Library & Information Technology, or Library Operations Certificate from an accredited institution, or equivalent experience.
- Proficient budget management skills to operate within allocated funding.
- Supervisory experience including mentoring, performance management, conflict resolution, and staff scheduling.
- Demonstrates excellence in communication and interpersonal skills.
- Can contribute positively and work effectively within a team environment.
- Has the ability and knowledge to assist customers with the use of technology, devices, information resources (print and electronic), and in the use of various service applications and web-based platforms.
- Possess effective and creative problem-solving and troubleshooting skills.
- Be committed to upholding the Canadian Federation of Library Associations' position statements on [Intellectual Freedom](#) and [Diversity and Inclusion](#).

**Job Requirements**

- Lifting and pushing up to 10 kg of library materials
- Ability to squat, kneel, bend, and raise arms above shoulders
- Repetitive hand movement for extended periods of time
- Standing for extended periods of time
- Works at off-site locations, as required
- The ability to provide a recent criminal record check.
- Satisfactory Vulnerable Sector Check from the Police Service.

How to Apply

Interested candidates should submit their resume and a cover letter detailing their interest in the position and relevant experience to dcundliffe@prl.ab.ca by November 1, 2026. Please include "Assistant Manager Position" in the subject line.

Only candidates selected for an interview will be contacted.

Ponoka Jubilee Library is an equal opportunity employer and welcomes applications from all qualified individuals, including those from diverse backgrounds.