

South Shore Public Libraries

Job Description

Position: Librarian I

Supervisor's position: Chief Librarian/CEO

A. Summary

Under the direction of the Chief Librarian/CEO, the Librarian is responsible for regional public library service provided through Mobile and Stationary Branches; the acquisition of Library materials and supplies for SSPL and the maintenance of all files and records associated with these acquisitions; responsible for statistical records and Interlibrary Loan services. The Librarian is part of the Administration Team and participates in the development and implementation of policies and procedures for the library system.

B. Duties

No. % of time spent

1. 20% **Manages direct service to the public as provided by Mobile and Stationary Branches and Interlibrary Loan:**
 - Oversees the Mobile Branch, Thomas H. Raddall Library, and the Alean Freeman Library and Interlibrary Loan; supervises staff; holds staff meeting, as needed.
 - Interprets Board policies and instructs staff in procedures in line with policies
 - Directs and assists staff in providing material requested by borrowers and in day-to-day operations.
 - In consultation with staff, arranges scheduled Mobile stops to meet public needs and demand and to use staff and vehicle efficiently.
 - Arranges substitute workers to fill in for staff who are ill or on vacation; occasionally acts as substitute.
 - In consultation with the Mobile Branch Supervisor, approves vehicle repairs as needed.
 - In consultation with Stationary Branch staff, consults with appropriate Municipal contacts regarding building issues.

2. 45% **Supervises materials acquisition and processing, catalogue maintenance and borrower registration:**
 - Directs Library Clerk in order preparation, commitment of funds by category and receipt of new material, providing information relating to individual orders (e.g. supplier to be used) as needed
 - Inspects all new material and assigns coding in accordance to ILS requirements; assign genre designation labels
 - Directs Library Clerk(s) in processing acquisitions and distribution procedures.
 - Directs Interlibrary Loan LA in daily operations obtaining materials from other Libraries for SSPL patrons; also consults regarding adding to our collection or borrowing from elsewhere.
 - In consultation with other Librarians, Branch Coordinators and other staff, oversees order suggestions and reviews, and updates periodical subscriptions for all service points annually; monitors serials subscriptions.
 - Deals with all ILS corrections and updates to the Ncompass catalog; monitors record of library holdings prepared by NS Provincial Library, modifying records to show additions, corrections, and deletions.
 - Participates in the NSPL Automation Working Group which oversees planning and development of the NS Regional Library Catalogue
 - Participates in Database Review Committee which oversees a consortia approach to adding databases for NS Regional Libraries.
 - Oversees maintenance of records of registered Library borrowers and locations of materials

3. 20% **Participates in building/maintenance of a well-balanced and current collection of library materials according to the *Materials Selection Policy* approved by the Library Board**
 - Reads professional and review publications and publishers' catalogues, recommending and selecting material for purchase.
 - Ensures that funds committed do not exceed budget allotment
 - Selects material to be withdrawn from the collection; oversees staff withdrawing materials
 - Oversees allocation of new material to service points
 - Oversees Library Clerk responsible for HQS collection.
 - Replaces material when needed.
 - Fulfills grant requirements regarding new acquisitions.

4. 10 % **Assists with administration**
 - Approves leaves (vacation, sick time, etc.) and variations in schedules for all staff supervised. May make decisions about leaves, schedules, or personnel matters for other staff in absence of Chief Librarian/CEO or other supervisory staff.
 - Notifies Executive Assistant of changes in staff schedules and reconciles leave records monthly.
 - Writes job descriptions in standard format for all positions supervised, in consultation with appropriate staff and Chief Librarian/CEO; reviews each description at least once per year, revising as necessary; may recommend changes to position classifications
 - Develops routine, and writes procedures when necessary, for functions supervised
 - Provides statistical data, annually, and as needed to Chief Librarian/CEO, the Library Board.
 - Participates, with Chief Librarian/CEO and other staff, in recruitment of staff for positions supervised; or for other positions as determined by the Chief Librarian/CEO.
 - Appraises job performance of all staff supervised, annually: consults with other staff when appropriate; discusses appraisal with person doing the job and, if necessary, with Chief Librarian/CEO; writes report of appraisal for personnel files; recommends pay increases as allowed by salary scale
 - Recommends hours of service and staff schedule for Mobile and supervised branches, meeting public demand as resources allow. Consults with Mobile Staff re closures of service due to weather issues.
 - Participates in development and implementation of policy

5. 5% **Other related duties as required:**
 - Participates in courses, workshops, conferences on topics related to work.
 - Reads books and articles dealing with librarianship and current issued in library service
 - May substitute for Mobile & Stationary Branch staff as needed; may perform clerical duties in Technical Services when other staff are absent; fills-in for Interlibrary Loan LA during vacations to ensure there is no shut down of service; may help at other public service points when needed
 - Prepares specifications for new Mobile Branch, working closely with Vehicle Supervisor and consulting with appropriate vendors and/or consultants.
 - Supervises pick-up and delivery of Blue bins between Library service points and oversees mail preparation; ensures that 'Read-to-Me' materials are delivered to South Shore Regional Hospital, as received.
 - Provides statistical data to the Provincial Library monthly and annually.
 - Updates ILS calendar annually for SSPL locations
 - Oversees the annual count week collection and submission of data for SSPL.
 - Organizes work for and supervises workers hired under grants, students in job-readiness programs, volunteers, etc. in clerical tasks as appropriate to individual worker and program; keeps record of time worked and provides written evaluation as required.
 - Acts as On-call Staff Person four months of a calendar year, on a set schedule.
 - Coordinates annual Adopt-a-Book campaign
 - Is a member of the South Shore Regional Library Staff Association

C. Education/Training/Experience/Skills required

- Master's degree in librarianship from accredited (Canadian/American Library Association) university, or equivalent.
- Ability to listen, speak and write well in English
- NS Driver's licence or means to travel throughout Region and province

Other skills, training and experience that would be useful in this position

- Ability to adapt to a changing work environment.

D. Decisions required of this employee

- Interprets personnel and service policies daily
- Recommends material for purchase and selects material for addition to and withdrawal from the collection
- Assigns tasks and task priorities to other staff
- Approves leave, and monitors hours worked by part-time staff
- Recommends applicants for hiring
- Must know when problem must be referred elsewhere and where to refer it (e.g. Chief Librarian/CEO, computer consultant, Provincial Library)
- Consults with Mobile Driver regarding mechanical and safety conditions regarding the vehicle.

Impact of decisions

The quality of service offered by South Shore Public Libraries often depends on the judgement of this employee. Incorrect interpretation and/or inconsistency application of policies could result in poor service, public dissatisfaction, staff conflict. Poor judgement in selection of staff could adversely affect service and result in unnecessary expenditure. Poor judgement in dealing with public dissatisfaction could adversely affect service and result in unnecessary publicity. The same is true of poor judgement in selection of library materials. Mistakes in staff scheduling could mean disruption of service, discontented staff, confusion for public and staff, and unnecessary expense. The decision to drive or not has service and safety repercussions.

E. Assignment of work

Largely self-directed, following standard policies and procedures of the library system. Frequently consults with staff, discussing activities and decisions daily. Chief Librarian/CEO may assign specific projects.

F. Tools used

Computers and software, general and library-specific. Bibliographic sources and professional literature. Standard office equipment. Library specific tools.

G. Positions reporting to this one

Mobile Branch Staff and Vehicle Supervisor, Interlibrary Loan Library Assistant; Branch Coordinators & TS Library Clerks; Substitutes, Grant workers, volunteers, etc. When other supervisors are away from work, may supervisor other staff.

H. *Contacts*

Staff – daily, supervises, trains, schedules work, discuss problems; consults frequently with other Librarians.
Board – occasionally, informs of branch operation, discusses specific issues and may serve on Board/staff committees.
Other Librarians and professionals in related fields to discuss common concerns – monthly, or more frequently as needed.
PR Coordinator- as needed
Public –as needed, to take requests, discuss stops, answer questions.
NS Provincial Library Staff – two-three time/week; discusses acquisition, processing, and automation issues.
Vendors – to place and clarify/confirm orders by phone, by mail, and in person, as needed.
Volunteers – to assign and supervise tasks (in person, as needed, at intervals, daily).

I. *Notable physical/mental demands of the position*

This job demands a great deal of energy and commitment, and can require unexpected changes in work schedules and long work days. Evening and weekend work are necessary at times. Adaptability to varying situation and personalities is necessary. Must occasionally deal with angry public and annoyed staff. Needs tact, firmness, and warmth.

Headquarters, where a large part of the work is done, is crowded and can be noisy and allows for little privacy or opportunity for work requiring concentration.

Travels approximately 100 kilometres/month, and occasionally is asked to travel longer distances to attend meetings, conferences and/or workshops outside the region. Limitations to the Library budget and conflicting priorities can curtail creativity and be frustrating to the person in this position. Several staff/duties can demand attention simultaneously. Overtime may be necessary at times to cope with budget or other deadlines, staff problems or other crises. Air quality and temperature can vary greatly on the Mobile Branch and it has no washroom.

I have read and understood this job description. My supervisor has explained that is the basis of my position, the qualifications it requires, and its duties and responsibilities. Against which my performance will be evaluated.

Librarian

Date

CEO/Chief Librarian

Date