

**WESTERN MANITOBA REGIONAL LIBRARY
JOB DESCRIPTION**

POSITION: **ASSISTANT LIBRARIAN–PROGRAMMING AND OUTREACH SERVICES**
JOB CODE: Full-Time
WORK LOCATION: **Brandon Branch**
REPORTS TO: Director of Library Services
SUPERVISES: Brandon Branch Support Staff and Volunteers
DATE OF LAST UPDATE: May 21, 2019

JOB SUMMARY:

Under the general direction and supervision of the Director, the Assistant Librarian will:

- Oversee programming, outreach, and marketing initiatives at WMRL, with a focus on Brandon
- Perform managerial duties related to personnel, library operations, collections and IT
- Oversee all functions of the Children's Department at the Brandon Branch
- Direct/administer the WMRL system in the absence of the Director

DUTIES AND RESPONSIBILITIES:

PROGRAMMING AND COMMUNITY RELATIONS

- Promote the Library through marketing strategies and promotional activities
- Liaise with community groups to build effective partnerships, identify collaborative opportunities, and create more diverse programs
- Initiate, coordinate, and deliver programs and outreach activities for all demographics
- Evaluate programming and outreach initiatives; use results to improve future initiatives
- Coordinate the maintenance of the Library's electronic presence, including social media and the WMRL website

ADMINISTRATION

- Assist in planning, implementing and evaluating library services
- Assist in developing and administering operational policies and procedures
- Assist the Director with human resource functions including analysis of positions, hiring, evaluation of staff, and staff scheduling, all in accordance with the Collective Agreement
- Supervise direct reports; recruit and supervise library volunteers
- Provide budgeting input; research, write, and apply for grants on behalf of the Library

LEADERSHIP

- Actively participate in Staff meetings and Branch Supervisor meetings
- Attend Regional Board meetings and provide information to the Board as requested by the Director; participate in Board committees as required
- Represent Management interests in scheduled Labour/Management Committee and Workplace Health and Safety meetings and Contract Negotiations
- Serve as the Library's Privacy Officer

TECHNICAL SERVICES

- Assist in managing the Library's physical and digital collections: selecting materials, weeding, and making budgetary decisions
- Perform basic troubleshooting on computers and other equipment
- Work collaboratively to evaluate and implement the Library's ever-evolving technology needs

PUBLIC SERVICES

- Provide daily circulation services as required
- Assist library users with general technology questions
- Manage daily problem-solving and conflict resolution

PROFESSIONAL DEVELOPMENT

- Remain up-to-date on public library trends and practices
- Cultivate and maintain professional networks
- Participate in library conferences and other professional development opportunities
- Assist with informal/formal training opportunities for staff

QUALIFICATIONS

- Master in Library and Information Science (MLIS) from an ALA accredited university
- Recent experience initiating, developing, and facilitating successful public programs
- Minimum of three years library experience in a management role
- Excellent interpersonal skills; excellent organizational and time management skills
- Proficiency with computer hardware and software including library specific software, internet and digital communications
- Ability to take initiative and to work well both independently and as part of a team
- Flexible, personable, and outgoing approach

WORKING CONDITIONS

- 37.5 hours per week; 7.5 hours per day; 1 Saturday/month on a rotating basis
- As per "*Board Meeting Policy*," attendance at Regional Board meetings is a job requirement of all administrative positions. The Assistant Librarian may not be required to attend all Board meetings

REQUIREMENTS

- Criminal Record Check (Vulnerable Sector)
- Child Abuse Registry Check
- Valid Driver's License and access to a reliable vehicle

DIRECT REPORTS:

- Library Assistant III – Circulation Services (Brandon Branch)
- Library Assistant II's - Brandon Branch
- Student Assistants - Brandon Branch
- Library volunteers