

**Position Title:** Elmsdale Branch Manager  
**Classification:** Library Assistant III - (28.38 hours/week, permanent)  
**Rate of Pay:** \$22.18/hour (step 1 on 5-step scale)

**Job summary**

Under the general direction of the Administrator, Adult and Outreach Services, the Elmsdale Branch Manager provides library service to users of the Elmsdale library by assisting people using the branch and the wider services of the regional system; manages day-to-day branch operations, including supervision and scheduling of staff. The Elmsdale Library is the second largest in the Colchester - East Hants library system and serves a growing community in the Municipality of East Hants. .

**Hours:** Tuesdays: 12noon - 3:30pm and 5pm - 8:30pm, Wednesdays: 9:30am - 12noon, 1pm - 5:30pm (one Wednesday off each month), Thursdays: 9:30am - 12noon, 1pm - 6pm, Fridays: 9:30am - 1pm and every second Saturday 9:30am - 3:30pm. An additional 2 hours/week for management duties (conference calls, tours, collections development, etc).

**Duties/Tasks**

Oversees the day-to-day operations of the branch

Performs branch opening and closing duties; circulation desk duties, including registering and updating patron files, lending and receiving materials, answering the telephone, answering informational questions, and collecting fines

Supervises branch staff, including scheduling, training, performance evaluation, and assigning tasks

Liaises with the East Hants Municipal Office, in consultation with the Chief Executive Officer, on matters relating to facility maintenance, janitorial and security needs; deals with emergency cleanups until professional staff arrives

Oversees the development and delivery of adult and youth programming, in consultation with the Administrator of Adult and Outreach Services and the Administrator of Youth Services, respectively

Keeps records of branch operation, i.e. circulation statistics, monthly reports, etc, submitting them to HQ as required  
Assists patrons using the library computers and wireless networks

Participates in developing the collection, including recommending new titles, weeding, purchasing items, and evaluating donations given to the branch; shelves books, tidies, and weeds material.

Monitors and troubleshoots problems with the computer system, reporting issues to the Systems Administrator

Enforces Library policies and procedures

Represents the branch at community activities as required

Prepares displays and other promotional projects

Performs other related tasks as required

**Education, Experience, and Abilities Required**

University degree plus work experience OR relevant post-secondary academic studies plus work (preferably library) experience

Solid computer skills with willingness to upgrade skills as required

Strong client service orientation

Superior interpersonal, organizational, communication, and teamwork skills, including the ability to communicate effectively, tactfully, patiently, courteously, and discreetly with people from a wide variety of cultural, social, and educational backgrounds

Ability and willingness to work with children and teens

Ability to adapt to changing needs of clientele and procedures, including the ability to adjust programs to suit the audience

Knowledge of the community an asset

Ability to carry, push and pull heavy loads

Ability to work evening and weekend shifts on a regular rotation

Valid driver's licence; ability and willingness to drive own vehicle (kilometrage paid) to regional headquarters in Truro and willingness to drive library vehicles as required.

**Application Process**

Please submit résumé with cover letter to: Lesley Brann, Administrator, Adult and Outreach Services  
Colchester-East Hants Public Library  
754 Prince Street, Truro, NS B2N 1G9

Email: [asjob@cehpubliclibrary.ca](mailto:asjob@cehpubliclibrary.ca)

**Application deadline: October 2, 2018 at 5 p.m. Atlantic Time**

We thank all who apply, but only those selected for an interview will be contacted. To learn more about the Colchester-East Hants Public Library, visit our website at [www.lovelylibrary.ca](http://www.lovelylibrary.ca).