

Position Title: Acting Stewiacke Branch Manager
Classification: Library Assistant III (22.88 hours/week, term position to cover a maternity leave)
Start date: Approximately October 10, 2017
Rate of Pay: \$21.96/hour (step 1 on 5-step scale)

Job summary

Under the general supervision of the Administrator, Adult and Outreach Services, provides library service to users of the Stewiacke 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 regular work schedule is: Tuesdays 4-8:30 pm; three Wednesdays per month (two 6 hour daytime shifts and one 7 hour daytime shift); Thursdays 9:30 am – 12 noon, 1-3 pm; Fridays 9:30 am – noon and 1-5:30 pm; and every second Saturday 12:30-5:30pm.

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, and collecting fines

Answers reference and directional questions, referring and /or consulting with other library staff when necessary; also provides readers' advisory by recommending authors and series

Supervises the branch assistant and circulation desk clerks, including scheduling and assigning tasks; also, student workers and volunteers if assigned to the branch

Liaises with the Town Office, in consultation with the Administrator of Adult and Outreach Services, on matters relating to facility maintenance, janitorial and security needs; deals with emergency cleanups until professional staff arrives

Oversees the development and delivery of children's programs, in consultation with the Administrator of Youth Services; includes attending Youth Services meetings in Truro

Oversees the development and delivery of adult programs, in consultation with the Administrator of Adult and Outreach Services

Keeps records of branch operation, i.e. circulation statistics, quarterly reports, etc, submitting them to HQ as required

Locates and prepares patron requests for transfer to other libraries

Assists patrons using the library's computers and wireless network

Monitors and troubleshoots problems with the computer system, reporting issues to the Systems Administrator; enforces internet use policies and procedures

Prepares displays and other promotional projects

Represents the branch at community activities as required

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 technical skills and the willingness to learn new technologies such as 3D printing, Arduino, etc.

A willingness to explore a variety of library programming, from book clubs to crafting

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 when 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: lbrann@cehpubliclibrary.ca

Application deadline August 25th, 2017 at 4:30pm 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.