



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Local Librarian	
Position Number	Community	Division/Region
71-8219	Hay River	Post-secondary Education / South Slave

PURPOSE OF THE POSITION

The Local Librarian provides a full range of management, supervision and direct delivery services at the Hay River Public Library to meet the information, educational, recreational, and cultural needs of Hay River residents.

SCOPE

Located in Hay River, the Local Librarian reports to the Territorial Librarian and is responsible for the provision of community-centered library services to residents of all ages and the planning and delivery of programming for a diverse range of target groups. This position is also responsible for collection development, maintenance and display of the library's collection.

This position trains and supervises staff hired by the Hay River Library Committee. To fulfill services to the community, this position works closely with the Hay River Library Committee, other NWT libraries, NWT Public Library Services and the Town of Hay River.

RESPONSIBILITIES

1. Provides management, supervision and training for all library staff including part-time staff, work experience students and volunteers.

- Supervises and trains all staff, work experience students, and volunteers.
- Communicates library policies and procedures, especially with regards to dealing with the public and, at times, situations that require managing patrons who may be difficult.
- Evaluates staff and provide constructive feedback and support for professional development.
- Provides mentoring for new staff as required.
- Organizes and facilitates monthly staff meetings.



- Develops work schedules and assigns tasks for all staff.
 - Leads collection maintenance including weeding materials and developing displays.
 - Manages processes for overdue and lost materials.
 - Ensures all staff read and are familiar with the NWT Public Library Manual.
- 2. Liaises with the Hay River Library Committee, which is the administrative body that provides strategic direction for the staffing and programming of the Hay River Public Library.**
- Works closely with Library Committee to identify potential opportunities and challenges and develops appropriate policies and procedures to respond to emerging issues.
 - Provides recommendations related to library operations.
 - Reports monthly on library operations and expenditures.
 - Manages and coordinates library staff payroll.
 - Leads employee recruitment.
 - Recommends and manages library fundraising efforts.
- 3. Provides leadership and coordination of all matters relating to the management of the Hay River Library, for dual reporting required by the Hay River Library Committee and the Territorial Librarian.**
- Prepares and submits grant applications, manages expenditure of funds including purchasing of supplies and furniture, and hiring of staff as needed, and submits final reports.
 - Reports weekly to Territorial Librarian on library operations and makes recommendations as needed.
 - Researches, selects and purchases new materials, including books, audiobooks, and DVDs.
 - Processes new materials for incorporation in the library's circulation.
 - Maintains public office equipment such as computers and photocopier.
 - Informs Territorial Librarian of any building maintenance concerns.
 - Manages annual budget and daily financial expenditures.
 - Coordinates and reports library statistics.
- 4. Provides a full range of program coordination and delivery and direct service to the patrons of the Hay River Public Library.**
- Coordinates authors, illustrators, and storytellers' visits.
 - Organizes the Summer Reading Program.
 - Oversees all library programming development.
 - Invigilation of examinations.



WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of library collections, including the Dewey Decimal Classification system.
- Knowledge of the development and maintenance of a library collection.
- Knowledge of the range and purpose of various genres of literature.
- Ability to understand the impacts that colonization, institutional and structural racism, and biases have had on society, in particular Indigenous people.
- Skills relating to library and literacy programming.
- Knowledge of and/or ability to use computer information systems, including word processing and publishing programs, internet and email.
- Knowledge of and/or the ability to acquire and apply knowledge of computerized library systems.
- Knowledge of and/or the ability to acquire and apply knowledge of financial administration and human resources software programs.
- Verbal and written communication skills
- Keyboarding skills.
- Ability to listen and respond positively in all client situations.
- Ability to assume responsibility and work independently without direct supervision.
- Ability to build strong relationships and work directly with people from other communities.
- Ability to adapt communication style to multiple cultural environments.
- Ability to engage the public in a culturally appropriate manner, both in writing and orally, to members of other, different communities.
- Ability to manage time and tasks efficiently and effectively.
- Skilled in teamwork with members from a variety of backgrounds and cultures.

- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Diploma in Library Sciences or related field, and two (2) years of experience in an office/administrative environment that also includes supervisory or team lead experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- ☒ No criminal records check required.
- ☐ Position of Trust – criminal records check required.
- ☐ Highly sensitive position – requires verification of identity and a criminal records check.

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☒ Advanced (A) ☐
- ☒ French preferred

Indigenous language: Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred