



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Education, Culture and Employment	Local Librarian	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
71-8219	Hay River	Culture and Heritage / South Slave

## **PURPOSE OF THE POSITION**

The Local Librarian provides a full range of management, human resource 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 in the NWT Public Library Services Unit, 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.

The Local Librarian trains and supervises various full and part-time 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. Provide management, supervision and training for all library staff including part-time staff, work experience students and volunteers.**

- Supervise and train all staff, work experience students, and volunteers.
- Communicate library policies and procedures, especially with regards to dealing with the public and, at times, situations that require managing patrons who may be difficult.
- Evaluate staff and provide constructive feedback and support for professional development.
- Provide mentoring for new staff as required.



- Organize and facilitate monthly staff meetings.
  - Develop work schedules and assign tasks for all staff.
  - Lead collection maintenance including weeding materials and developing displays.
  - Manage processes for overdue and lost materials.
  - Ensure all staff read and are familiar with the NWT Public Library Manual.
- 2. Liaise 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.**
- Work closely with Library Committee to identify potential opportunities and challenges and develop appropriate policies and procedures to respond to emerging issues.
  - Provide recommendations related to library operations.
  - Report monthly on library operations and expenditures.
  - Manage and coordinate library staff payroll.
  - Lead employee recruitment.
  - Recommend and manage library fundraising efforts.
- 3. Provide 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.**
- Prepare and submit grant applications, manage expenditure of funds including purchasing of supplies and furniture, and hiring of staff as needed, and submit final reports.
  - Report weekly to the Territorial Librarian on library operations and make recommendations as needed.
  - Research, select and purchase new materials, including books, audiobooks, and DVDs.
  - Process new materials for incorporation in the library's circulation.
  - Maintain public office equipment such as computers and photocopier.
  - Inform Territorial Librarian of any building maintenance concerns.
  - Manage annual budget and daily financial expenditures.
  - Coordinate and report library statistics.
- 4. Provide a full range of program coordination and delivery and direct service to the patrons of the Hay River Public Library.**
- Coordinate authors, illustrators, and storytellers' visits.
  - Organize the Summer Reading Program.
  - Oversee 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.
- Knowledge of and/or ability to use computer information systems, including word processing and publishing programs, internet and email.
- Keyboarding skills and the ability to 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.
- Skills relating to library and literacy programming.
- Verbal and written communication 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:**

Completion of a Diploma in Library Sciences or related field and two (2) years of relevant experience including one (1) year of supervisory 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