

**ANNAPOLIS VALLEY REGIONAL LIBRARY**

**Job Description**

**Job Title**

Branch Librarian

**Classification**

Librarian I

**SUMMARY OF JOB**

Under the supervision of the Head of Branch Services manages a branch library and is responsible for administering effective, efficient library service in a branch library, including circulation, reference, public relations, programming and any other matters pertaining to its operation.

**DUTIES**

Routine duties in this area are:

- Circulation of library materials. This includes check out, check in, renewals, special loans
- Emptying book drop, where applicable
- Placing holds
- Maintaining meeting room schedule, enforcing policy and dealing with any associated cash transactions (where applicable)
- Shelving
- Registration of patrons
- Filing
- Delivery, pick-up and sorting of mail; renewal of post office box (where applicable)
- Reference work, in person or via the phone : Conducting effective reference interviews with patrons, taking requests from patrons, assisting patrons in their search for material on shelves, searching the on-line catalogue, conducting searches using a variety of technology-based reference tools, and assisting patrons with their on-line searches
- Offering Reader's Advisory to patrons
- Promptly notifying patrons regarding requested books
- Familiarizing patrons, on a basic level, with use of technology in the library
- Dealing with overdue library material - includes dealing with patron accounts and cash transactions of same
- Dealing with routine inquiries from HQ with regard to requested material or statistical information
- Maintaining shelves in an orderly fashion - books in order, magazines, etc.
- Responsible for the opening and closing of the library to the public at

appropriate times; at closing time ensuring library space is empty and secured.

- Ensuring each patron is treated equally and fairly.
- Assist patrons with photocopying (where applicable)
- Answering telephone and dealing with all associated enquiries
- Responsible for familiarizing patrons with library website, including use of the web catalogue, placing holds and renewals

- Takes active part in interviewing and hiring all other staff working within that branch. Trains all staff. Provides on-going supervision of same, while fostering a positive team relationship. Includes: conducting semi-annual performance evaluations; the scheduling and conducting of monthly staff meetings and communicating to staff any new policies and directives

- Assigns and co-ordinates staff schedules. As much notice as possible should be given regarding work times and any changes of same. Balances associated time sheets.

- Is required to communicate with HQ staff in various departments on a regular basis using various technologies including phone, email, fax. Responsible for the branch's email account.

- Schedules and regulates public computer use and enforces computer use guidelines.

- Works co-operatively and productively with staff to develop and promote in-house programs such as storytimes and craft sessions (where applicable)

- Responsible for managing that branch's program and event entries on the library website Calendar of Events, and managing corresponding registration

- Responsible for understanding Joint Occupational Health and Safety Program and ensuring all staff in the branch are made familiar with same; ensure all staff contribute to safe practices in the work environment. Manager will be involved in annual worksite inspections and should ensure that any branch safety features such as fire extinguishers are operational. Report any concerns that are not being dealt with in a timely fashion at the municipal level to the Joint Occupational Health and Safety Committee

- Responsible for knowledge of library's security system (if applicable); knowledge of facility's emergency evacuation/fire alarm procedures and making other staff aware of same. May be a designated contact in the event of alarm during non-library hours.

- Responsible for maintaining routine checks on all public areas of the library; identifying and reporting concerns such as washroom conditions or non-working

lights, etc.. May require immediate emergency action by the branch manager until appropriate personnel arrive.

- Responsible for receiving donated material from the public; determining and conveying any associated information regarding acknowledgment, donor plates, suggested destination, etc.

- Responsible for identifying library material which require repair; carrying out minor repairs and sending others on to HQ

- Responsible for a general awareness of the condition of library entrances, steps, library grounds, etc. and reporting of any concerns to appropriate bodies. May require immediate emergency action by the branch manager until appropriate personnel arrive

- Responsible for fostering positive public relations between the public and the library. This includes: educating the public on regional library services; effectively handling patron concerns or complaints, recognizing when these need to be passed on to supervisor; acting as liaison between HQ policy and patrons and reinforcing any policy changes in an informed and positive manner..

- Required to manage Collection Exchange at the branch level. Includes evaluating collection sizes and reporting areas of need.

- Responsible for the periodic weeding of paperbacks and periodicals.

- Required to attend Headquarters-initiated in-services and training sessions, and subsequently required to communicate any information to other branch staff.

- May be required to work with non-library staff -- municipal officials/board members/custodians, etc. -- in an official library capacity.

- May be required to work co-operatively with volunteers to develop such programs as Home Library Service, story times, computer tutorials, etc.

- Where applicable, is required to work co-operatively with Library Friends groups/committees/boards in their area. Presence may be required at meetings.

- Responsible for making suggestions to HQ with regard to collection material required at branch.

- Handles the sale of library materials such as diskettes, canvas bags, Summer Reading Program material, etc.

- Required to submit regular deposits of money to HQ.

- Responsible for the acquisition of supplies from HQ stores and the purchase of replenishable office supplies such as pens, paper clips, etc. from petty cash fund.
- Required to answer, and make any suggestions, to the Head of Branch Services regarding any branch concerns. Required to communicate the needs of the local community in relation to the requirements of the branch.
- May be called upon to conduct visits and/or orientations for school classes, scouts or other community groups.
- Manages Vertical File, where applicable.
- Performs other related duties as required.

### **EDUCATION**

Master's degree in librarianship from CLA/ALA accredited university.

### **EXPERIENCE**

1-2 years experience in the library field, including supervisory duties and direct service to the public.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- A good general book knowledge and the ability to advise library patrons in the selection of appropriate materials.
- Good knowledge of computer, printer, Windows-based computer software and Internet navigation
- Ability to work without direct supervision
- Effective communication skills
- Ability to supervise and instruct staff
- Ability to exercise tact and courtesy in dealing with staff and the public
- Keyboard skills assessed at approximately 35 wpm
- Ability to display acceptable clerical skills - filing and general office duties
- Knowledge of various types of office equipment such as photocopier, fax machine, scanner, digital camera (where necessary)

- Ability to move boxes of library material weighing approximately 35 pounds

**TYPE AND LEVEL OF SUPERVISION**

Supervises and instructs other staff in branch.