



South Central

REGIONAL LIBRARY

160 Main Street, Winkler, MB R6W 0M3

204-325-5864

Title: Branch Librarian

Reports to: Director of Library Services

Job Summary: This position involves supervisory responsibility for the Winkler Branch of the South Central Regional Library. Duties are performed under general direction, according to established policies and procedures.

Duties/Responsibilities:

- Is responsible for timely and accurate reporting to the Director.
- Plans and schedules work within the Winkler Branch, ensuring all shifts are covered with in allocated number of hours.
- Supervises the work of clerks and volunteers, ensuring adherence to approved policies and procedures.
- Prepares and/or supervises programs for the Branch including the promotion of programs within the Branch as well as those of SCRL.
- Recommends changes in procedures and in policy to the Director.
- Provides assistance to patrons in the use of the library and handles contentious interpretations of library rules and regulations.
- Is responsible for the training of branch staff and conducts yearly performance review or goal setting with each staff person.
- Is responsible for the collection development within the branch that reflects the needs of the patrons and addresses needs in the collection.
- Performs other duties as may be required by the Director.

Supervision Received:

- Duties are performed under limited supervision, according to established policies and procedures.

Knowledge and Experience Required:

- Must have recognized Library Technician diploma with experience in a public library setting.
- Significant experience in human resource management is preferred
- Ability to deal effectively with the public and other staff members on a problem-solving basis.
- Ability to communicate effectively, both written and orally, with others is essential.
- Must be able to organize their time and meet deadlines as set out by Director.

Wages and Benefits:

- As per the 2018 approved salary benefits package approved by the SCRL Board. Details may be released upon request.

Applications must be submitted by January 12, 2018 to:

South Central Regional Library: Attn: C. Ching

160 Main Street Winkler, MB R6W 0M3 or to scrldirector@gmail.com via email.

NOTE: Only applicants selected for an interview will be contacted.