



## ***Village of Cremona Library Board***

*Supporting our community through connections, learning, and lifelong discovery.*

# **Library Manager**

Cremona Municipal Library is committed to promoting literacy, learning, and community connection. The Library Manager is essential to maintaining and improving the community hub and is the leader in delivering exceptional services to the community, overseeing daily operations, managing staff, ensuring financial accountability, and driving strategic initiatives that support lifelong learning and engagement.

- Permanent Position
- 25+ hours per week
- Occasional evening or weekend work or shift work
- Starting wage - \$23.00/hour

**Apply with your resume and cover letter to:**  
**[cremonalibrarychair@gmail.com](mailto:cremonalibrarychair@gmail.com)**  
**by June 8, 2026.**

### **Key Responsibilities:**

- Oversee and manage all aspects of library operations, programs, and services.
- Implement policies and procedures under the direction of the Library Board.
- Recruit, supervise, and develop library staff, fostering a collaborative and customer-focused culture.
- May manage financial operations, including payroll, accounts payable/receivable, and budget reporting.
- Prepare and administer the annual budget; provide regular financial updates to the Board.
- Research, write, and submit grant applications to support library programs and services.
- Maintain and enhance library technology systems and digital resources.
- Collect and analyze usage statistics to inform decision-making and improve services.
- Promote the library through outreach, partnerships, and community engagement initiatives.

### **Qualifications:**

- Experience in a supervisory or management role is an asset. Strong leadership and staff management skills with the ability to train and mentor.
- Knowledge of accounting principles and experience managing budgets.
- Excellent oral and written communication, organizational, and problem-solving skills.
- Ability to prioritize, multitask, and adapt in a dynamic environment.

### **Assets to the Position:**

- A post-secondary degree in Library & Information studies or a library technician diploma or other related training and experience.
- Familiarity with library resources and practical knowledge of library operations, acquired through a combination of education and experience.



# **Cremona Municipal Library**

*"A library is not a luxury but one of the necessities of life." — Henry Ward Beecher*

## Library Manager Job Description

### General Description:

Under the direction of the Village of Cremona Library Board, the Library Manager is responsible for the overall management of the Library. As Chief Executive Officer for the Library, the Library Manager will ensure that the Cremona Municipal Library is managed within the bylaws, policies, and budgets approved by the Board and is responsible for implementing the Plan of Service through the operations of the Library.

**Position reports to:** The Library Board. The Board Chair shall serve as the liaison between the Board and the Library Manager in between Board meetings.

**Positions that report to this position:** Library Assistants

**Responsibilities:** The Library Manager has responsibilities in the following areas:

#### 1) The Library Board

- Cultivates a healthy, mutually-empowering relationship with the Library Board. Supports the Board's work.
- Attends Board meetings.
- Provides regular reports to the Board on all matters essential to the effective functioning of the Library and the Board.
- Provides professional expertise, prompt and accurate Library information and opinions to the Board.
- Understands the framework for public Library service in Alberta and maintains a working relationship with the Parkland Regional Library System.
- Understands, applies, and explains applicable laws, including the *Libraries Act* and *Libraries Regulation*.
- Assists Board Chair in identifying assignments to working committees of the Board and developing Board leadership.
- Ensures implementation of the Board's vision and strategic direction outlined in the Plan of Service.
- Performs ongoing evaluation to help the Board gauge the success of the Plan of Service.
- Ensures accurate statistics are kept. Documents Library use in terms of community impact and value.
- Drafts and recommends policy for consideration by the Board.
- With the Board, develops HR policies that support a healthy work environment and meet applicable standards.
- Participates in Board and committee activities as required.
- Orients new Board Members to Library operations if requested.

#### 2) General Administration

- Ensures implementation of the Board's vision and strategic direction outlined in the Plan of Service.
- Directs policy implementation and administers the organization.
- Develops procedures that guide safe, efficient and effective Library operations.
- Manages the day-to-day operations of the Library including overseeing purchases for the collection.

#### 3) Personnel Administration

- Provides effective leadership of Staff.
- Plans for and supports Staff development and training.
- Contributes to effective decision-making regarding Library services and programs.
- When leading meetings, manages the meeting to optimize information sharing and decision making.
- Applies effective change-management strategies to assure effective implementation of change and acceptance by stakeholders.
- Understands and applies legal standards and requirements for human resources (HR)/ personnel management.
- Builds a productive workforce through effective recruitment and selection.
- Creates an organizational structure that enables a culture of teamwork and exemplary service.
- Empowers and supports employees to deliver effective, high quality Library service.
- Engages Staff in coaching conversations.
- Establishes effective strategies for performance management.
- Ensures that Library volunteers are recruited, trained, and evaluated effectively.

#### 4) Financial Control

- Understands and employs basic budget and finance concepts and terminology.
- In the absence of a contract Bookkeeper the Library Manager will:
  - Establish strategic financial management processes in coordination with the Board, using sound financial judgement.
  - Manage the bank accounts and credit card account used for operations of Cremona Municipal Library.
  - Audit and process invoices and payments for Cremona Municipal Library and ensure timely disbursements for expenses and revenue deposits.
  - Perform all human resource duties including payroll, tax remittance, and T4 information.
  - Manage the use of funds outlined in the annual budget throughout the year.
  - Input income and expenses into QuickBooks.
  - Complete yearly financials for annual budget and auditor.
  - CRA payments
  - WCB payment/GST
  - Provide yearly balance statements/income and expense reports.
  - Act as liaison between village administration and the Library on library financial interests and initiatives.
  - Be responsible for grant applications and any applicable reporting requirements.
  - Act as liaison with funders obtaining funding for library operations, organize and report all charitable donations to the library including the administration of all tax receipts.
  - Prepare and present financial reports to the Board as required.
- Oversees the Library's financial tracking.
- Sits as a member of the Board Finance Committee, which prepares the annual budget.
- Initiates and prepares applications for funding for projects and programs, and follows through on reports of expenditures, as required.

#### 5) Relationship Management

- Cultivates a presence and relationship with municipal council. Cultivates a good working relationship with municipal employees as applicable.
- Seeks to expand and deepen other community leaders' awareness and understanding of the public Library.
- Contributes to the planning efforts of the municipality and other community organizations.
- Cultivates a healthy working relationship with groups such as the Friends of the Library when applicable.
- Builds relationships with other key agents in Alberta's public Library sector, including the local Library system, Public Library Services Branch, and other associations and entities. Attends relevant meetings and represents the Library at community functions as time and budget permits.
- Ensures effective and friendly representation of the Library to the community. Promotes increased public awareness of the Library.

#### 6) Other Professional Responsibilities

- Participation in ongoing training through Parkland Consultation Services a minimum of twice a year.
- Keeps abreast of current developments in Library services and programs through attendance at training workshops, seminars, and conferences as budget allows.
- Assumes other duties as required.
- Follows and promotes compliance of provincial and AHS regulations regarding health and safety, including Covid-19 regulations.
- Recommended to have current first aid training and knowledge of AED (defibrillator) usage.

**Qualifications:**

- A post-secondary degree in Library & information studies  
Or
- A Library technician diploma  
Or
- Other related training or experience

Familiarity with Library resources and practical knowledge of Library operations, acquired through a combination of education and experience.

Experience in a supervisory or management role is an asset. Leadership ability is preferred.

Canadian citizen or able to work in Canada.

Must provide an acceptable and current Police Vulnerable Sector Check. This is to be updated and kept current every 3 years. Any cost / expense (if required) will be covered by the Board.

Must be compliant with any AHS requirements for current vaccinations and protocols and must provide proof of such.

High emotional intelligence.

Act as a liaison between Board and Staff.

Interpret Board policy decisions to Staff.

Develop plans of action, and carry them through to their successful completion.

Recognize and set priorities and to use initiative and independent judgement in a wide variety of situations.

Select, develop, motivate, and evaluate Staff.

Build strategic partnerships and community coalitions, and foster positive relationships.

**Working Conditions:**

- Working a minimum of 20 hour/ week
- Occasional evening or weekend work, or shift work
- Occasional work with difficult clients
- Valid driver's license

**Physical Requirements:**

- Occasionally stand for extended periods of time
- Moves between the desk, shelves, and computer terminals
- Range of movement (bends, stoops, and reaches) is required
- Occasionally lift up to 35 lbs