

**Bonfield Public Library Policy Manual  
Personnel Policy**

**Appendix A**

**Job Descriptions**

**JOB TITLE:** Chief Executive Officer / Head Librarian

**RESPONSIBLE TO:** The Bonfield Public Library Board

**HOURS:** Determined by the Board

**SALARY:** Determined by the Board

Administers the Library in accordance with the policies formulated by the Library Board.

**Responsibilities to the Board**

- Attends all Board meetings;
- Consults with the Chairperson in the preparation of the Board or Committee agenda;
- Notifies Board members of meetings and ensures that a meeting space is available and the necessary arrangements are made;
- Is responsible for financial expenditures as approved by the Board and maintains financial records;
- Works in partnership with the Township Finance Department;
- Serves as a signing officer of the Board;
- Assists in the preparation of the annual budget in consultation with the Board;
- Maintains files of library records and correspondence;
- Presents recommendations and activities of regional Board to local Board members Liaise with Friends groups;
- Participates in planning means of satisfying future needs and objectives of the Library;
- Takes part in professional activities for the benefit of the Library;
- Provides advice on or recommends policies or actions to the Board on matters affecting the Library;
- Plans and directs the development of the library system and makes recommendations to the Board on the needs, forecasts and direction of library service;
- Implements and carries out policies approved by the Board; and
- Prepares monthly reports for presentation to the Board.

### **Responsibilities to the Staff**

- Plans, trains and directs the work of all library staff and volunteers;
- Schedules hours to work;
- Acts as liaison between staff and Board; and
- Evaluates, promotes and, if necessary, dismisses employees of the library, with the approval of the Board and with written documentation (copies will be given to the staff member and copy will be filed in the personnel file).

### **In the Library**

- Plans, organizes, co-ordinates and supervises all library services;
- Assumes responsibility for weeding library materials;
- Catalogues and classifies new materials and ensure correct classification of present collection;
- Responsible for the purchase of books, digital collections, supplies and materials;
- Prepares library displays, digital/paper promotional items, news items and/or library column;
- Assist in the maintenance and updates of the library webpage;
- Assist with the library social media pages;
- Carries out regular inventory;
- Maintains on-order records;
- Maintains library statistics;
- Plans implements and/or assist in a variety of programs;
- Organizes furniture and shelving;
- Maintains confidentiality of sensitive information; and
- Performs other related duties as required.

## **AREAS OF RESPONSIBILITIES IN LIBRARY**

### **A. Circulation Duties**

- Charges and discharges library material;
- Registers new borrowers;
- Phones and sends notices re: overdue library materials;
- Empties outdoor book return box; and
- Responds to inquiries received in-person, telephone (answering machine), email and social media requests.

### **B. Public Service Duties**

- Provides patrons with advisory service;
- Provides reference service;
- Introduces new patrons to the library: conducts group tours;
- Provides Interlibrary Loan Service;
- Receives, verifies and process Inter-Library Loan requests; and
- Assist in the Maintaining Library webpage

### **C. Computer Duties**

- Turns on and off computer, printers, photocopier and television;
- Maintains digital display on the television;
- Assists patrons; and
- Schedules computer access.

### **D. Collection Maintenance**

- Shelves Library materials;
- Shelf reads; and
- Mends and repairs books as required.

### **E. Other Duties**

- Picks up and sorts mail;
- Opens and closes the library;
- Cleans out the library entry way;
- Collects, bags and puts out garbage and recycled items; and
- Other duties as required.

## **QUALIFICATIONS**

Post-graduate degree from library school accredited by the Canadian Library Association, Excel Graduate or in the opinion of the Board is deemed to have equivalent knowledge, skills, ability or experience;

Strong communication (written, oral and interpersonal), arithmetical, report-writing, problem-solving, public relations, organizational, leadership, and supervisory skills;

Knowledge of Microsoft windows and office applications;

Ability to demonstrate tact and discretion in handling matters of confidential or politically sensitive nature, and to maintain confidentiality; and

Available to work flexible hours, attend evening and/or weekend meetings and other events, as required.

## **REQUIREMENT**

The successful candidate will be reimbursed for the cost of a CPIC Level II (Canadian Police Information Centre) as a pre-condition of employment and an annual Offence Declaration

**JOB TITLE:** Library Assistant I  
**RESPONSIBLE TO:** Chief Executive Officer  
**SALARY RANGE:** Determined by the Board  
**HOURS TO BE WORKED:** As determined by the Board plus fill in for the Librarian and/or Library Assistant II on a per needs basis for holidays, illness or emergencies.

**Duties and Responsibilities:**

**A. Circulation Duties**

- Charges and discharges library material;
- Registers new borrowers;
- Contact patrons regarding overdue materials, holds, and interlibrary loans;
- Empties outdoor book return box;
- Handles and maintains library equipment: fax, scanner, printers, photocopier, laminator, disc cleaner; and
- Respond to inquiries received in-person, telephone (answering machine) and email.

**B. Automation Duties :**

- Maintains computer data base files – performs the addition and deletion as required;
- Uses word-processing, spreadsheet and other software packages as required;
- Performs electronic search techniques (using the Internet and other electronic resources); and
- Completes an inventory of library resources as required.

**C. Computer Duties**

- Powers on and off computers, printers, photocopier and television;
- Assists patrons in the use of the internet and digital resources, providing basic troubleshooting of area of computers and office equipment as required; and
- Perform regular upgrades to ensure systems remain updated.

**D. Collection Maintenance**

- Accurately shelves Library materials;
- Participate in creating library displays;
- Shelf reads; and
- Mends repairs books, other library materials as needed and cleans or mends DVDs as required.

**E. Public Service Duties**

- Provides patrons with reader's advisory, scanning, photocopier, fax, disc cleaning, laminating services;
- Assists patrons with library resources;
- Plan, deliver, promotes and evaluate programs for all age group, with input and support from other staff;
- Introduces new patrons to the library; and
- Provides Interlibrary Loan Service.

**F. Other Duties**

- Maintains and updates library main facebook page on a regular basis;
- Contributes in the promotion of the library and it's services;
- Opens and closes the library;
- Cleans out the library entry way;
- Dust shelves, table tops and work surfaces as necessary;
- Vacuums, sweeps and washes floor;
- Takes out garbage/recycle; and
- Other duties as required.

**QUALIFICATIONS**

Familiar with computers and able to perform computer functions;  
Work independently and as part of a team;  
Organizational skills, attention to detail and good problem solving abilities;  
Excellent interpersonal/communication skills;  
Relevant work experience preferred;  
Bilingualism (French/English) would be an asset; and  
Able to work flexible hours, attend training as required.

**REQUIREMENT**

The successful candidate will be reimbursed for the cost of a CPIC Level II (Canadian Police Information Centre) as a pre-condition of employment and an annual Offence Declaration.

**JOB TITLE:** Library Assistant II  
**RESPONSIBLE TO:** Chief Executive Officer  
**SALARY RANGE:** Determined by the Board  
**JOB TYPE :** Part-Time  
**HOURS TO BE WORKED:** as determined by the Board plus fill in for the Librarian and/or other Library staff on a per needs basis for holidays, illness or emergencies.

**Duties and Responsibilities:**

**A. Circulation Duties**

- Charges and discharges library material;
- Registers new borrowers;
- Contact patrons regarding overdue materials, holds, and interlibrary loans;
- Empties outdoor book return box;
- Handles and maintains library equipment: fax, scanner, printers, photocopier, laminator, disc cleaner; and
- Respond to inquiries received in-person, Telephone (answering machine), email and social media.

**B. Automation Duties :**

- Prepares library materials for circulation by entering the material information in the computer database, attaching labels, barcodes to the collection items;
- Maintains computer data base files – performs the addition and deletion as required;
- Uses word-processing, spreadsheet and other software packages as required;
- Performs electronic search techniques (using the Internet and other electronic resources) and
- Completes an inventory of library resources as required.

**C. Computer Duties**

- Powers on and off computers, printers, photocopier and television ;
- Assists patrons in the use of the internet and digital resources, providing basic troubleshooting of area of computers and office equipment as required; and
- Perform regular upgrades to ensure systems remain updated.

**D. Collection Maintenance**

- Accurately shelve Library materials;
- participate in creating library displays;
- Shelf reads; and
- Mends repairs books, other library materials and cleans, mends DVDs as required.

**E. Public Service Duties**

- Provides patrons with reader's advisory, photocopier, fax, scanning, disc cleaning, laminating services;
- Introduces new patrons to the library;
- Plan, deliver, promotes and evaluate programs for all age group, with input and support from other staff;
- Introduces new patrons to the library; and
- Provides Interlibrary Loan Service.

**F. Interlibrary Loan Duties:**

- Processes incoming and outgoing interlibrary loan requests;
- Develop and Maintain interlibrary loan statistics;
- Record materials borrowed from other libraries and loaned out from the BPL;
- Prepares interlibrary loan invoices for payment if required;
- Notifies patrons of availability;
- Pickup sorts daily mail and ILL pkgs from mailbox or post office; and
- Drop off mail and ILL pkgs at the post office

**G. Other Duties**

- Maintains, updates and promotes the library seed lending program and it's facebook page ;
- Assist with the main library facebook page when required;
- Maintains library website;
- Contributes in the promotion of the library and it's sevice;
- Opens and closes the library;
- Cleans out the library entry way;
- Vacuums, sweeps and washes floor, ensure washrooms are vacant before leaving and in good order, takes out garbage/recycle; and
- Other duties as required.

**QUALIFICATIONS**

Work independently and as part of a team;  
Ability to work effectively with a wide variety of people;  
Familiar with computers and able to perform computer functions;  
Excellent interpersonal/communication skills;  
Relevant work experience preferred;  
Bilingualism (French/English) would be an asset; and  
Able to work flexible hours, attend training as required.

**REQUIREMENT**

Ability to mail-out and/or pick-up daily mail, interlibrary loans or parcels from the Post Office and Mail Box;  
The successful candidate will be reimbursed for the cost of a CPIC Level II (Canadian Police Information Centre) as a pre-condition of employment and an annual Offence Declaration

**REVISED FEBRUARY 2022**

**JOB TITLE:** Early Childhood Educator  
**RESPONSIBLE TO:** Chief Executive Office  
**HOURS:** Three hours per week  
**SALARY:** As determine by the Board

Plan and develop early learning and literacy programs for children under 6 years old and/or support parents and caregivers in aspects of early child development.

**Duties and Responsibilities:**

- Plans and develop literacy and interactive learning activities involving parents and children;
- Provides supervision and guidance of weekly activities;
- Prepares crafts materials and assist children to use them;
- Purchases with funds provided by the Program, books, supplies and equipment;
- Promotion of program; and
- Other duties as required.

**QUALIFICATIONS**

Speak English, read English, write English.

Ability to speak French would be an asset.

Childcare/Day Care Centre experiences an asset or in the opinion of the Board is deemed to have the knowledge, skills, ability and experience necessary to deliver the program.

**REQUIREMENT**

The successful candidate will be reimbursed for the cost of a CPIC Level II (Canadian Police Information Centre) as a pre-condition of employment and an annual Offence Declaration.

**REVISED SEPTEMBER 2019**