



Northern Lights Library System

5615 – 48 Street Postal Bag 8 Elk Point Alberta T0A 1A0
Tel (780) 724-2596 Fax (780) 724-2597 info@nlls.ab.ca

Assistant Director

Northern Lights Library System (NLLS) is currently seeking an innovative, collaborative and highly motivated individual for the position of Assistant Director.

NLLS, located in Elk Point, Alberta, serves a population of 174,450 people through the membership of 46 public libraries. NLLS and our partners, The Regional Automation Consortium (TRAC) shares Polaris; a leading-edge library software that brings numerous new possibilities to

the way services are delivered to our members.

Elk Point is only two hours from Edmonton situated in a beautiful rural setting and surrounded by several larger centers within half an hour's drive.

Reporting to the Executive Director, the Assistant Director is responsible for the general supervision of all headquarter staff in the absence of the Executive Director. Specific responsibilities are as follows:

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Will include, but are not limited to the following:

1. Administration aspects assisting in:
 - Creating and implementing grant proposals on behalf of headquarters
 - Participating in preparing policies and procedure manuals
 - Assisting financial officer in specific required duties
 - Overall management of headquarters in Executive Director's absence
 - Involvement in NLLS project based initiatives
 - Attend all Executive, Board and Library Manager Council Meetings

2. Oversees the general operation of the Bibliographic and Public Services Department by:
 - Training staff on their modules
 - Creating, deleting and updating cataloguing profiles in Polaris
 - Troubleshooting difficulties and either resolving them, or reporting them to our IT Department.
 - Participating in TRAC workgroups as required
 - Participating in system wide workgroups as required
 - Participating in Resource Sharing workgroups coordinated by PLSB
 - Acting as facilitator and general backup for bibliographic services staff
 - Developing in-house use manuals
 - Making recommendations for future workflow changes
 - Coordinate with library closures and van run (summer/winter hours)



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3. Coordinates provincial initiatives for Northern Lights by:
 - Participating in committee activities, representing Northern Lights and member libraries
 - Participating in TRAC workgroups as required
 - Participating in system wide workgroups as required
 - Participating in Resource Sharing workgroups coordinated by PLSB
4. Assists member libraries in fulfilling their mandates by:
 - Coordinating and supervising retrospective conversion projects
 - Training librarians on aspects of bibliography and Polaris (how to add item records, volume control, cat sheets, outside purchases, how to order items)
5. Managerial responsibilities include (but are not limited to):
 - Supervising work of staff falling within the bibliographic and public services department
 - Staff training
 - Performance evaluation and salary recommendation
 - Working with Finance Officer to distribute granted funds including book allotment reports and special grants
 - Working with the Director for departmental budget
 - Working with Finance Officer to distribute granted funds including book allotment reports and special grants
6. Cooperates as a management team member in performing any duty that contributes to the achievement of Northern Lights Library System's goals and objectives

Knowledge Attributes and Skills:

- MLIS required, with at least 5 years' experience, 3 years in a supervisory capacity
- Flexibility, ability to work within tight deadlines and under pressure
- Demonstrated leadership ability
- Ability to work closely and effectively with others
- Ability to troubleshoot and problem solve
- Excellent communication (written and oral) skills
- Excellent time management and organizational skills
- Superior computer skills, with knowledge of a variety of operating systems
- Strong knowledge and understanding of bibliographic services
- Full Alberta Driver's license



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This position offers a comprehensive benefit package and a regular work week consisting of 35 hours along with a generous vacation allowance. The salary range will commensurate with experience and qualifications.

This competition will close 20th October, 2017. Interested parties should submit a resume, including the names of three references to the Executive Director:

Julie Walker
Executive Director
JWalker@nlls.ab.ca

We thank all candidates for their applications; however only those selected for an interview will be contacted.