



**SADDLE HILLS COUNTY MUNICIPAL LIBRARY BOARD  
IS SEEKING A  
PART TIME LIBRARY MANAGER  
FOR THE WOKING MUNICIPAL LIBRARY**

The Saddle Hills County Municipal Library Board is appointed by Saddle Hills County Council and operates three libraries within Saddle Hills County – Bonanza, Savanna, and Woking

**Title:** Library Manager

**Reports To:** Library Board Chair

**Position Summary:** Provides patron driven services within the Municipal Library setting which includes checking library resources in and out, ordering and cataloging materials, promoting the library and programs, be able to work both independently and as part of a team

**POSITION DESCRIPTION:**

1. **Reference and Resource Services** – assist library patrons in the use of the library and its resources; coordinate incoming and outgoing interlibrary loan activities
2. **Collection Development** – select library materials; order, catalogue, and inventory library materials; maintain accurate files and records; make materials shelf ready
3. **Circulation of Materials** – check library materials in and out for library patrons; repair books and other materials as required
4. **Library Promotion** – promote library materials and programs through website and Social Media; represent the Library at training sessions and conferences
5. **Administration** – register patrons for library cards; maintain accurate records of library materials; participate in the Board financial planning by managing the budgetary allotment; order library supplies; communicate with Peace Library System as required

**POSITION REQUIREMENTS:**

- Must be able to work as part of a team
- Grade 12 Education
- Up to 12 hours per week
- Competency in working with computers, office software, and Social Media
- Excellent communication, interpersonal, and organizational skills
- Ability to assume responsibility to work independently
- Provide a Criminal Record check
- Ability to do light janitorial cleaning as needed
- Rate of pay will be subject to experience
- Training will be provided

**For more information or to submit a resume, contact the Library Board Chair, at [SHCLibrary@proton.me](mailto:SHCLibrary@proton.me). Only those selected for an interview will be contacted. The job listing will remain open until a suitable candidate is found.**

July 3, 2024

