

**Town of Bassano Library Board**  
**Assistant Manager Position Description**

**General Description:** The Assistant Manager is responsible for carrying out day-to-day operations of the library, under the direction of the Library Manager, following procedures that guide safe, efficient, and effective library operations. This position requires the ability to work independently and in a team, be accountable and offer professional customer service. The successful applicant must become familiar with *Alberta Libraries Act*, Bassano Memorial Library Policies and Procedures and Plan of Service.

**Position Reports to:** Library Manager

**Areas of Responsibility:**

- 1) Day to Day Library Operations
  - Assist with all assigned operations of the library
  - Work independently in the Manager's absence
  - Ensure the security of the library building in the absence of the Library Manager, including opening and closing the building for the day
  - Supervise volunteers in the Library Manager's absence following identified best practices
  - Communicate effectively with remote support services, suppliers, and community leader
  - Assist with planning, organizing and/or facilitating various programs
  - Perform other duties as required related to the major functions of the library
  
- 2) Clerical Services
  - Routine office duties
  - Bookkeeping tasks, including balancing accounts, reconciling monthly records, preparing financials for accountant, preparing financial statements for the Board
  - Provide reference services to the public
  - Provide instruction to patrons in the use of the various reference materials available in the library and online
  - Collect statistics as required

**Qualifications**

- High School Diploma or equivalent
- Working knowledge of Microsoft software programs (i.e.) Word, Excel), email and social media
- Basic bookkeeping skills including bank reconciliation, cheque preparation, reporting
- Basic Emergency First Aid and CPR Certification
- Effective verbal and written communication skills in English
- Excellent customer service skills
- Cultural awareness and sensitivity
- Canadian citizen or able to work in Canada.
- Experience using standard office machines (e.g., photocopier, laminator)
- Be familiar with Alberta Libraries Act, Bassano Memorial Library Policies and Procedures and Plan of Service

**Working Conditions**

- Shift work including days, evenings and Saturdays
- Working alone as late as 9:00 pm
- Occasional work with challenging clients
- Occasionally stand for extended periods of time
- Able to lift a maximum of 40 pounds