

Manager, Library Services

(Job # WSPL-2020-004)

Status:	Full Time, Permanent
Date Open:	October 1, 2020
Date Closing:	October 15, 2020
Scheduled hours/shifts:	37.5 hours per week
Salary:	\$89,813- \$109,259

Position Purpose

Reporting to the Chief Executive Officer, the Manager of Library Services is responsible for managing the areas of front-line public service and Health and Safety. The Manager will assist the CEO in the general management of the Library including long-range and strategic planning, implementation of Board decisions, and representation of the Library with external agencies. This position will supervise all front-line public service staff and be responsible for implementing a high level of customer service, provide customer and information services, read advisory services, virtual services support, directional and technology support. In addition, the Manager of Library Services will oversee the Library's Occupational Health & Safety requirements and participate in collective bargaining as required.

Qualifications and Requirements

- Masters Degree in Library Science from an ALA accredited institution.
- Previous experience in a unionized environment is an asset
- A minimum of 5 years relevant experience at a managerial level with supervisory responsibilities, including performance management and budget management.
- Advanced knowledge of the practices, procedures, and techniques of library science including such areas as general knowledge of and ability to use reference tools, classification, cataloguing, acquisition, circulation, adult books and materials, thorough knowledge of current books and authors.
- Thorough knowledge of the Occupational Health and Safety Act and Regulations.
- Ability to analyze professional and administrative problems and suggest practical solutions.
- Excellent English language skills, both oral and written.
- Excellent communication, customer service, public relations, problem-solving, and interpersonal skills. The ability to establish and maintain effective working relationships with staff and the public.
- Thorough demonstrated proficiency in the development of policies and procedures, team management, communications, and budgeting.
- Sound knowledge of computer technology, automated library systems, the Internet and its related applications in a public setting.
- Superior organizational skills, with the ability to multitask and to prioritize work assignment.
- Knowledge of public library organizational, regulatory, and legislative environment.
- Demonstrated commitment to excellence in customer service.

- Class G Driver's License in good standing and reliable vehicle to use on library business when required.
- This position is required to take every reasonable precaution in the circumstances for the protection of the health and safety of the worker.

Please review the full job description for this position [here](#).

How to apply

Please forward your resume in confidence by October 15, 2020 at 4:30 p.m. identifying **Job# WSPL-2020-004 Last Name, First Name** in the subject line to anna.kroeplin@wsplibrary.ca . Please ensure your application is saved in one single document in PDF format.

The Whitchurch-Stouffville Public Library is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.