



Brantford Public Library Manager – Library Resources

We are seeking a highly motivated team player to fill the role of Manager – Library Resources. This position is responsible for the development of collections that appeal to the needs, preferences, and diversity of the community. The position directs the ordering, acquisition, cataloguing, processing and maintenance of all library materials and other resources, ensuring items are available for optimum use.

The ideal candidate is passionate about collections and connecting the community to library resources, and has the experience, knowledge and enthusiasm to lead an evolving department. Priorities for the department will include: building the team and hiring for expertise in collections, cataloguing, and Integrated Library Systems (ILS); integrating makerspace and local history resources into the department; and facilitating consistency and efficiency through the use of collection plans and tools.

Brantford Public Library serves a population of approximately 100,000 residents in two locations. Brantford is a community that is rich in natural and cultural heritage, ideally situated with a convenient driving distance to several major Ontario cities, and was recently ranked as the top city to buy real estate in Canada in 2018 by *MoneySense* magazine. The Library's strategic directions are focused on engaging the community, creating a culture of innovation, telling our story and building a foundation for growth.

Reporting to the CEO/Chief Librarian, the successful candidate is one of five managers who work collaboratively to implement the Library's strategic directions. This position provides an opportunity to be a part of a team that is committed to continuous improvement, and supporting each other while trying out new concepts and ideas.

Qualifications

- Accredited Master's Degree in Library and Information Science or equivalent professional qualification
- Minimum of five years relevant work experience in a public library setting
- Minimum of two years experience in a leadership role, preferably as a manager in a unionized environment
- Demonstrated knowledge and understanding of collection management, including experience with online tools for collection development, measurement and management
- Demonstrated knowledge and understanding of budget management
- Familiarity with Integrated Library System (ILS) administration.

Key Responsibilities

- Directs the development, delivery and evaluation of all collections and technical services to meet the existing and anticipated needs of all customers, to enhance their library experience, and to meet the requirements of the Library's Strategic Directions
- Oversees the effective ordering, acquisition, processing, cataloguing and maintenance of all collections in all formats, and ensures materials are shelved accurately and efficiently
- Oversees the library's Integrated Library System (ILS)
- Develops performance metrics for collections, and ensures the collection remains current and relevant to the communities served
- Builds relationships with service providers, publishing organizations, and other stakeholders; negotiating with vendors on contracts and pricing
- Directs makerspace and local history resources and services
- Monitors and interprets operational, demographic and service trends, including those from other organizations, and adapts to relevant local customer needs
- Makes presentations and represents the Library at public meetings and in the community as required
- Attends and participates in Library Board and Board Committee meetings as required
- Monitors and adjusts designated budgets in order to control expenditures and variances, and achieve targets
- Collaborates with management and staff teams to ensure the effective and efficient delivery of system-wide library services, in order to fulfil the Library's strategic objectives
- Manages the effective performance of all staff directly or indirectly supervised, including training, development, planning and performance management

The position offers a competitive salary and a comprehensive benefits package, including OMERS pension.

Satisfactory Vulnerable Sector Police Check required. The ability to travel and provide own transportation required.

To apply, please submit a cover letter and resume by email only, no later than Thursday, October 29, 2020 to:

Rae-Lynne Aramburo
CEO/Chief Librarian
Brantford Public Library
173 Colborne Street
Brantford, ON N3T 2G8
(519) 756-2220
Email: HR@brantfordlibrary.ca

We thank each applicant for taking the time and effort to submit your resume; however, only candidates selected for an interview will be contacted.

Brantford Public Library is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.