



MANAGER – LIBRARY RESOURCES

PERMANENT, FULL-TIME

The Brantford Public Library enhances the quality of life in our diverse community. We invest in valuable experiences, resources, and services, in a welcoming and equitable environment for all.

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. Additionally, 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 Manager - Library Resources manages special collections, such as local history and makerspace resources and services. 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. Currently, a key priority for the department is developing collections, teams, and workflows to accommodate the addition of a new library branch, scheduled to open in 2026!

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 within a convenient driving distance to several major Ontario cities. The Library's strategic priorities are focused on creating positive, individualized customer experiences; increasing the community's engagement with the Library; and expanding library services and resources to meet current and future community needs.

Reporting to the CEO/Chief Librarian, the successful candidate is one of five managers who work collaboratively to develop and support the Library's operations and strategic priorities. 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.

This position is available beginning January 2026.

Salary Range: \$53.82 to \$63.31 per hour

Classification: Exempt, Full-Time, Permanent

Hours of Work: Monday to Friday, 35 hours per week

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
- Valid G-class License and access to a vehicle.

Key Responsibilities:**Leadership**

- 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
- Develops collections plans to implement the Library's Strategic Directions, objectives and actions
- Develops and nurtures relationships and partnerships within the community to promote and develop library services
- Monitors and communicates new trends of potential value to the Library
- Manages major projects.

Management

- Develops and implements processes and approved policy changes that will promote, enhance and support access to library resources
- 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 through regular deselection processes
- 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
- Evaluates service performance to ensure consistency and relevance to the communities served
- Makes presentations and represents the Library at public meetings and in the community as required
- Maintains up-to-date inventories of resources
- Attends and participates in Board and Board Committee meetings as required
- Participates in the budget process to ensure objectives can be accomplished, and monitors any assigned budgets
- 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
- Seeks out professional and community knowledge, including demographics, in order to enhance services and the Library's community role, through attendance at training, conferences workshops and professional literature
- Manages the effective performance of all staff directly or indirectly supervised, including training, development, planning and performance management
- Manages responses to customer feedback and complaints
- Other duties consistent with job responsibilities.

A satisfactory vulnerable sector police check is required as a condition of employment.

Testing may be part of the interview process.

Application Instructions:

Please apply with your cover letter and resume, as one PDF file, by email to hr@brantfordlibrary.ca no later than Friday November 28, 2025 at 5:00pm.

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.