

JOB POSTING

Barrie Public Library is located in the City of Barrie, a beautiful community nestled on the shores of Lake Simcoe in Central Ontario. Plentiful opportunities to achieve a healthy work/life balance abound, as exceptional urban amenities, natural resources and recreational opportunities can be found in and around the City. Our innovative organization employs 100 staff in a variety of full and part time jobs. Our staff members are proud to provide efficient and friendly service to our customers, with around 3,000 people a day visiting our two branches.

JOB TITLE/POSITION: Branch Manager – Maternity Leave

JOB CLASSIFICATION: Exempt Level 3

JOB STATUS: Temporary full time

HOURS PER WEEK: 35 hours per week

LOCATION: Painswick Branch

SALARY: \$40.51 per hour

POSTING DATE: March 7, 2017

CLOSING DATE: March 22, 2017

JOB SUMMARY: Reporting to the Director, Customer Experience, the Branch Manager assumes responsibility for the management of a medium-sized branch library which includes the planning and directing of branch resources and establishing relationships with the community being served by that branch.

QUALIFICATIONS:

1. Master's degree from an ALA accredited library school.
2. Minimum two years professional library experience.
3. Demonstrated knowledge of current technology, trends and issues related to public library services such as might be gained through experience, education or professional activities.
4. Demonstrated supervisory ability.

5. Demonstrated commitment to deliver consistent, high quality customer service.
6. Demonstrated ability to assume responsibility, and perform duties requiring independent judgment, initiative and discretion.
7. Demonstrated organizational skills including the ability to effectively and efficiently manage work, scheduling and priorities to support patron-centered services.
8. Demonstrated analytical skills and problem-solving ability, including the ability to evaluate, assess and problem-solve using logical, fact-based reasoning.
9. Demonstrated strong oral and written communication skills.
10. Demonstrated ability to establish and maintain effective working relationships with library staff, library users and external agencies, and ability to work as a member of a team.
11. Ability to speak French, as well as other languages relevant to the community, is an asset.
12. Valid driver's licence and access to a vehicle is required.
13. A Police Record Check including Vulnerable Sector Screening is required and is a condition of employment.

KEY COMPETENCIES:

- Customer Service/Advocacy Skills
- Communication Skills
- Interpersonal Skills and Professionalism
- Organizational Skills and Productivity
- Leadership Skills
- Technology Skills
- Adaptability/Learning Skills
- Analytical/Conceptual Thinking
- Reference
- Reader's Advisory
- Collection Management
- Programming and Outreach
- Strategic Thinker
- Entrepreneurship and Creativity
- Management Skills
- Integrity, Loyalty and Commitment

WORKING CONDITIONS:

- This is a system-wide shift position that may be assigned at any Barrie Public Library location.
- Hours of work will include evenings and weekends to support the work of the Library.

OTHER:

- Applicants may be asked to provide proof of education status, licenses, certification upon the Library's request.
- Barrie Public Library is committed to providing an inclusive, barrier-free environment for job applicants. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005). If invited to participate in an interview, please advise us of accommodation measures you may require during our recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.
- Personal information is collected under the authority of the Public Libraries Act, R. S. O. 1990, Chap. P.44, section 23, subsection 4 and will be used to determine eligibility for employment.
- For further information visit our website www.barriepubliclibrary.ca

Job description is available on the Job Opportunities page of our website.

Those wishing to apply should submit a cover letter and current resume as one document to:

Julie Ross
Manager Human Resources
Barrie Public Library
60 Worsley Street
Barrie, Ontario L4M 1L6
Fax: 705-728-4322
Email: bpjobs@barrie.ca

We thank everyone for their interest, but only candidates selected for interviews will be contacted.