



Manager, Library Collections

(Job ID#2020.04)

Department: Georgina Public Library

Division: Library Services

Location: Various Library Branches

Status: Permanent Full-time

Number of Positions: 1

Salary/Wage Range: \$78,557 - \$92,420

Date Posted: January 7, 2020

Date Closing: January 19, 2020

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

Responsible for the development of print and electronic collections that appeal to the needs, preferences, and diversity of all community members and ensure these items are available for optimum use. The incumbent models leadership behaviour that support's the Library's vision, values, and strategic objectives, fostering common purpose, adaptability, resilience, and critical thinking. ***For full details, please see attached job description.***

Minimum Qualifications:

Masters of Library and Information Science or equivalent from an ALA accredited library faculty; three years' related experience, preferably in a public library environment; previous supervisory experience, preferably in a unionized environment; previous experience in collection management; proven success in budget management; demonstrated ability to manage shifting priorities; demonstrated ability to work as part of a cohesive team.

How to apply:

Qualified applicants are invited to submit a resume, identifying the **Job Title** and **ID# 2020.04** in the subject line. Please apply in confidence by **January 19, 2020** to careers@georgina.ca.

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

We thank all candidates for their interest, however only those being considered will be contacted.

JOB DESCRIPTION: Manager, Library Collections

Reports to: Director of Library Services/CEO

Direct Reports: Library Assistants, Volunteers

Position Summary

Reporting to the Director of Library Services/CEO, the Manager, Collections is responsible for the development of print and electronic collections that appeal to the needs, preferences, and diversity of all community members and ensure these items are available for optimum use. The incumbent models leadership behaviour that support's the Library's vision, values, and strategic objectives, fostering common purpose, adaptability, resilience, and critical thinking.

Responsibilities

Under the direction of the Director of Library Services/CEO, this position:

- Is responsible for all aspects of collection development, management, and access for both physical and electronic collections.
- Maintains knowledge of current trends in selection, ordering, and vendor services.
- Is responsible for the effective allocation of the collections budget; ensuring all collection expenses are controlled; advises the Director of Library Services/CEO, where there are discrepancies.
- Develops performance metrics for collections.
- Builds relationships with service providers, publishing organizations, and other stakeholders.
- Provides supervision to staff, including performance review and planning, training and development, problem solving/dispute resolution, discipline, safety, and makes recommendations on hiring/ promotion/ transfer/succession planning/termination decisions.
- Assures that materials are accurately catalogued; organizes cataloguing meetings.
- Oversees the interlibrary loan delivery service.
- Manages the day-to-day scheduling, organization, co-ordination, and monitoring associated with the work of assigned staff.
- Manages, motivates, and mentors staff, cultivating innovation and creativity to build a highly effective team while delivering high standards of work quality and organizational performance.
- Keeps current on the provisions and interpretations of Library Board policy and the Collective Agreement and ensures that they are properly applied.
- Tracks, records, and compiles statistics and reports monthly to the Director of Library Services/CEO.
- Requisitions supplies, materials, and equipment as necessary and makes recommendations to the Director of Library Services/CEO as required.
- Travels to various work locations as required to fulfill the job duties of the position.
- Is responsible for labour relations activities.
- Works in conjunction with the Director of Library Services/CEO and management team to set annual budgets; monitors actual revenue and expenditure against budget, ensuring that expenses are controlled; advises the Director of Library Services/CEO, where there are discrepancies.
- Provides relief management duties as required (e.g. Manager on Duty rotation, backup for other managers).
- Coordinates and manages the operations and maintenance of library facilities (preventative, routine, and emergency maintenance); ensures the Director of Library Services/CEO is notified about facilities management issues.
- Maintains a current and accurate capital asset inventory for the facility.
- Works with management team to collaboratively identify and implement annual project priorities and budgets in direct alignment with the Strategic Plan; acts as Project Sponsor on identified Strategic Initiative Projects.
- Ensures appropriate investigation and resolution of emergency situations.
- Promotes the Library brand in the community.
- Attends meetings, workshops, conferences, and courses as required.
- Ensures adherence to Library HR policies and employment and Health and Safety related legislation; keeps abreast of emerging legislation relevant to the Library's business.
- Ensures compliance of all activities with the *Occupational Health and Safety Act* and other applicable legislation
 - Enforces the Town's Health and Safety Program, procedures and best practices.
 - Implements, conducts, and ensures due diligence with respect to all health and safety matters including but

not limited to training, risk assessments, workplace inspections, investigations, procedures and correcting hazards.

- Prepares and approves Traffic Protection Plans for workers who may be exposed to traffic and vehicular hazards.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. Georgina Public Library reserves the right to amend this position description at any time, provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Minimum Qualifications

Education and Training:

- Masters of Library and Information Science or equivalent from an ALA accredited library faculty.

Experience:

- Three years' related experience, preferably in a public library environment;
- Previous supervisory experience, preferably in a unionized environment;
- Previous experience in collection management;
- Proven success in budget management;
- Demonstrated ability to manage shifting priorities;
- Demonstrated ability to work as part of a cohesive team;
- One (1) year on the job for the period of adjustment, orientation, and adaptation.

Knowledge:

- Thorough knowledge of library procedures and practices, electronic databases, MS Office applications, and integrated library systems;
- Excellent communication, organizational, customer service, problem solving, time management, and interpersonal skills.

Required:

- Valid Class 'G' Driver's license and reliable vehicle to use on corporate business;
- Availability to work weekends and/or evenings and to attend meetings/events as necessary;
- Police Vulnerable Sector Check.

Physical Demands and Working Conditions

- Normal office conditions.