**POSTING #:** 19-510EXT  
**POSTING DATE:** July 18, 2019  
**CLOSING DATE:** July 26, 2019

**JOB TITLE:** Assistant Branch Head/Assistant Department Head  
**LOCATION:** Malvern Branch  
Albert Campbell/Cedarbrae/Malvern

**STATUS:** Temporary Full-Time (With an expected end date of December 5, 2020)

**NOTE:** The successful applicant will be required to provide a current Vulnerable Sector Police Reference Check.

**HOURS PER WEEK & SCHEDULE OF WORK:** (SUBJECT TO CHANGE IN ACCORDANCE WITH ARTICLE 19)  
35 hours per week. Evenings and Saturdays required.

**JOB SUMMARY:**  
Under direction of the designated supervisor, assists with administering the delivery of public library service in a large branch or department in accordance with system service plans and performance measures.

**DUTIES:**  
Under the general direction of the designated supervisor, this position is responsible for:

### Leadership Functions:
- participating in area management as an area team member to coordinate service delivery, resource allocation and scheduling
- assisting in the operation of a large branch or department and implementation of annual or long term objectives as defined by/in accordance with system and area service plans
- circulation, information, programming and marketing functions in the branch or department
- assisting in establishing branch or department priorities and objectives in accordance with system and area service plans and objectives
- participating in the implementation and evaluation of programs and services in a branch or department to ensure they meet customer needs, are cost effective and support the strategic agenda
- monitoring and reporting on customer needs related to collections
- directing staff including setting performance standards, providing verbal input to performance appraisals, hiring pages and/or volunteers
- assists with the implementation of the health and safety program and the security plan
- representing the library to the customer and responding to customer concerns
- merchandising collections
- ensuring that staff are informed of plans, projects and procedures and ensuring that staff input and concerns are communicated effectively
- ensuring accurate and timely records are maintained according to system requirements
- participating in implementing training programs

### Service Functions:
- participating in branch/department and system collection development (recommending selection and weeding)
- providing information services and participating in the development of information tools at the system level
- participating in community outreach planning
- conducting and evaluating individual programs and events

### QUALIFICATIONS:
- Graduate degree in Library or Information Science from an accredited institution or equivalent education. Minimum of three professional (3) years public library experience, including a minimum of two (2) years with leadership responsibility
- Understanding and appreciation of the philosophy of public service to all, in accordance with human rights legislation and the principles of equity and access in the delivery of library service
- Proven ability to lead and to supervise staff
- Proven ability to plan and organize work and to solve problems
- Excellent verbal and written skills
- Professional skills including customer service and collections
**SALARY:** $80,553.20 per annum (2019 Rate)

**HOW TO APPLY:**
E-mail your cover letter and resume, quoting the Job Posting #, to recruitment@torontopubliclibrary.ca

We thank all applicants and advise that only those selected for an interview will be contacted.

The Toronto Public Library invites applications from all qualified individuals. The Library is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.