PERMANENT VACANCIES

POSTING #: 20-161EXT
POSTING DATE: March 5, 2020
CLOSING DATE: March 27, 2020

JOB TITLE: Library Service Manager

VACANCIES: TWO (2)

DEPARTMENT: 1) Access Services, TRL Departments
               2) To be determined

LOCATION: 1) Toronto Reference Library
           2) To be determined

STATUS: Permanent Full-Time - EXEMPT

HOURS PER WEEK & SCHEDULE OF WORK:
35 hours per week.

JOB SUMMARY:
Under the general direction of the designated Manager, responsible for the management of departments, branches or corporate projects.

DUTIES:
- Manages the daily operations and services of departments or branches
- Effectively communicates policies, programs and services to internal and external stakeholders
- Ensures the achievement of goals and objectives for the area of responsibility
- Recommends annual budget allocations and maintains budget control
- Assumes responsibility for the department or area in the absence of the Area Manager
- Hires new staff, transfers, promotes, approves wage increases and confirms performance evaluations
- Disciplines, terminates, participates in grievance procedures and administers collective agreements as required
- Manages training, development and supervision of all levels of staff in the area of responsibility
- Represents the Library in appropriate community and professional organizations
- Designs, manages and monitors performance measures for the area of responsibility
- Plans and manages the annual delivery of programs, events, displays and exhibits appropriate to the designated community
- Contributes to service development and delivery through leadership in system committees or projects
- Ensures safe and welcoming facilities and environments.
QUALIFICATIONS:

- Post graduate university degree in library or information science from an accredited program, or a recognized library degree equivalent
- Experience in managing a team of professional and support staff, preferably in the area of responsibility
- Demonstrated ability to establish effective working relationships and collaborative work approaches
- Committed to providing efficient, responsive and innovative service to clients
- Demonstrated capacity for problem solving, results orientation and creativity
- Highly developed oral and written communication skills
- Superior facilitation and interpersonal skills
- Knowledge of developments in library field and relevant legislation
- Proven ability in managing change.

SALARY: $95,596.80 - $112,312.20 (2019 Rate, Wage Grade 7)

HOW TO APPLY:

E-mail your cover letter and resume, quoting the Job Posting #, to recruitment@tpl.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.