

Job Opportunity

Position Title: Head Librarian

Position Type: Permanent; 35 hours/week

Salary: \$107,000 – \$120,429

Competition #: NU-2023-01

Closing Date: Open Until Filled

INSPIRE, GROW AND CONNECT

Working with the Thunder Bay Public Library and the Community

PURPOSE:

Everyone has the right to access the resources and services they need to learn, express themselves creatively, and reach their full potential.

VISION:

The Public Library will be an inclusive, safe and welcoming community hub built around trust, understanding and collaboration to meet the community's needs.

MISSION:

We are facilitators for the needs of our community. We partner with our community and strive to meet everyone's needs for research, creativity, entertainment and support services.

VALUES:

We are... Inspired by our Community * Welcoming * Inclusive * Helpful * Sharers of Knowledge.

POSITION DESCRIPTION

POSITION TITLE	Head Librarian
CLASSIFICATION	Head Librarian
UNION AFFILIATION	N/A
PRIMARY RELATIONSHIP	CEO
PRIMARY LOCATION	TBPL
EFFECTIVE DATE	January 2023
SUPERSEDES	New

PURPOSE:

Reporting to the CEO, the Head Librarian directs resources toward the fulfillment of the organization's mission, vision, values, and strategic priorities. The Head Librarian bears responsibility for managing resources, supervising staff, improving the library experience for the public, meeting budget targets and ensuring that services are provided in an efficient and effective manner.

The Head Librarian is responsible for managing the day-to-day operations of the library and overseeing all aspects of library services.

The Head Librarian will be involved in developing short and long-term plans for the library system and individual branches. This might include identifying new areas of focus, creating new programs or initiatives, terminating under-performing programs, collections or services or expanding existing ones.

ACCOUNTABILITIES

1. Works under the direction of the CEO to achieve the strategic objectives of the library and participate in the creation of strategic and action plans, as necessary.
2. Oversees library operations of all branches, critically assess all operations and create and lead plans for improving all aspects of the library experience.
3. Leads the creation of policies, procedures, and rules for using the library's materials, services and facilities.
4. Seeks out efficiencies in service and develops strategies to improve patron experiences.
5. Directly supervises the librarians and indirectly supervises all library staff, including providing guidance, training, mentoring, and discipline, while demonstrating effective conflict resolution skills.
6. Develops and maintains professional relationships with all colleagues, community groups, and partnerships.
7. Prepares reports and assessments for all areas of library service.
8. Oversees the ongoing measurement and evaluation of library services.
9. Participates in the planning and design of branch facilities and renovations.
10. Develops the library's collection by overseeing and evaluating the selecting, weeding and maintenance of the collection.
11. Maintains a thorough knowledge of the work performed by branch staff and provides support on the more complex aspects of the work.
12. Participates in the hiring of library staff.
13. Participates in organizational committees or projects as required, and may be asked to represent the library on inter-library and/or provincial committees.

14. Provides advice and recommendations on and adheres to the approved budget.
15. Maintains records of all expenditures and provides further analysis of all data related to library services to determine viability and effectiveness.
16. Serves as liaison between library patrons and library staff by resolving customer service issues or complaints, as necessary.
17. Assumes the responsibility of Deputy CEO in the CEO's absence.
18. Other duties as determined.

MASTERY:

The position requires:

1. Masters in Library Science (MLIS) from an accredited university.
2. Over ten (10) years relevant progressive experience.
3. Over five (5) years of supervisory experience.
4. Demonstrated planning and organizational skills.
5. Able to exercise reasonable judgement and empathy to establish and maintain effective relationships with patrons, staff, individuals, community groups and partners.
6. Thorough knowledge of methods, procedures, principles and practices involved in the operation and management of branch libraries.
7. Demonstrated knowledge of digital and technological applications related to library systems.
8. Current working knowledge and skill with MS Office applications and the Internet.
9. Ability to work effectively as part of a team committed to providing quality library service.
10. Excellent interpersonal, oral and written communication skills, with a basic knowledge of public relations.
11. Good knowledge of conflict resolution techniques.
12. Basic knowledge of the techniques of administering a union contract.
13. Ability to handle all responsibilities with a high level of courtesy and tact in dealing with staff and public.
14. Ability to carry out job functions with flexibility and initiative.
15. Must undergo a successful Criminal Records Check.
16. Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

Application Details:

Please submit your cover letter and resume at your earliest convenience to kgunn@tbpl.ca. As the competition is open until filled, interviews will take place as soon as the number of qualified candidates meets the threshold we have determined to conduct interviews.

For more information on the Thunder Bay Public Library, please visit our website at: <https://www.tbpl.ca/>

The TBPL is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

The personal information obtained under this job posting is collected under the authority of the Public Libraries Act, 1984 and will be used to assess qualifications of applicants. Questions about this collection should be directed to the Chief Executive Officer.

The Thunder Bay Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process, if you require accommodation at any time throughout the recruitment process, please contact the CHM – HR at kgunn@tbpl.ca.