

## Role Description

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### MANAGER, COLLECTIONS & EXTENSION SERVICES

JOB CODE: 6823

POSITION NUMBER: 8680

PAY GRADE: **\$84,821 to \$99,202 plus comprehensive benefits package.**

LOCATION: CENTRAL LIBRARY, 55 YORK BLVD, HAMILTON, ON

SCHEDULE: 35 HOURS PER WEEK, PERMANENT FULL TIME

#### SUMMARY:

Reporting to the Director of Collections & Program Development, the Manager is:

- Working collaboratively with the Library management team and staff, ensures the effective operation of the areas of responsibility.
- The portfolio of this position includes: Collections, Bookmobiles, Outreach Services, Interlibrary Loan and other aspects as required.
- Reports to the Director on matters relating to the performance of spaces, collections, programs, staff and other relevant matters. Provides after hours support in the event of major problems and act as primary contact to inform support departments about problem situations.
- Establishes and maintains positive relations with vendors, community partners, stakeholders, managers and staff. Works collaboratively to overcome obstacles and achieve positive results.

#### JOB DUTIES:

- Continually assess collections and services, using information and data from a variety of sources to ensure services remain relevant and responsive. Work collaboratively with the management team and staff to implement continuous improvement.
- Coordinate areas and individual work plans / workflow; establish priorities and direct staff effectively to support library objectives and priorities. Manage staff and staffing requirements including interviewing, recommendations for hiring, setting / prioritizing and measuring performance objectives and conducting regular performance reviews.
- Oversee the training and development of staff reporting to you. Evaluate, plan and ensure the adequate training and career development for staff, support system training initiatives and staff participation in approved training. Encourage effective peer to peer learning within programs provided by the library system, including technological change.
- Manage materials and departmental budgets, ensuring that expenditures stay within annual budget allocations and alerting senior staff to forthcoming issues. Ensure that appropriate controls are in place and financial policy and procedures are adhered to. Participate in reviews of the system budget and

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work with library managers to develop and implement action plans to lower library costs and improve services.

- Ensure that the approach to the development, delivery, evaluation and accountability of collections and services reflects sound business practices. Participate in establishing evaluation criteria and statistical measures. Prepare reports regarding key issues, trends and changes.
- Act as a resource to staff in the measurement of physical and digital collections, service quality, customer satisfaction and the implementation of continuous improvement programs. Provide support and advice in business and strategic planning. Ensure that the approach to the development, delivery, evaluation and accountability of collections and services reflects sound business practices.
- Responsible for meeting performance goals set in conjunction with the Director. Establish criteria and statistical measures; evaluate programs etc on factual data; prepare reports regarding key issues, trends and changes.
- Acquire and analyze information; prepare reports and recommendations; assess collections and services, support collections and service changes and new program initiatives using relevant factual information.
- Work with all library managers to adjust policy and guidelines to the changing corporate and technological environment. Maintain good working relationships with various support departments through frequent contact.
- Ensure that the public's experience of the collections and outreach services is positive. Respond to customer service comments and concerns and resolve customer complaints. Work with appropriate staff/departments to ensure the facilities, equipment and furniture is in excellent condition. Ensure timely and appropriate reporting of problems and communicate follow-up with staff.
- Commit to, support and communicate systems values to staff. Contribute to, and support, system-wide committees and projects. Work with all library managers to implement a quality service approach to ensure the highest level of customer satisfaction.
- Contribute to the development and implementation of the Library's Strategic Plan and related service plans. Adhere to systems standards.
- Maintain professional affiliations and involvement and keep skills and knowledge up-to-date.
- Work collaboratively with other organizations to ensure HPL is supporting other key community initiatives and HPL programs and services are having an impact.
- Maintain knowledge of relevant legislation, policies, and professional issues including copyright law, intellectual property, and censorship. Ensure compliance with the Library's Intellectual Freedom Policy.
- Perform other responsibilities as assigned which are directly related to the normal functions of this position with minimal supervision and direction.

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### QUALIFICATIONS:

- A Masters Degree in Information or Library Science, additional formal management courses an asset.
- A minimum of three to five years recent experience as a public librarian, demonstrating a customer-service orientation, a record of accomplishment, and a variety of work experiences.
- 2 years experience working in aspects of collections in a large public library setting
- Self-starting, results-oriented individual with superior organizational skills. Self-directed, well organized, innovative, flexible, and collaborative; committed to intellectual freedom and other key principles of public librarianship; an open communicator who inspires trust and seeks and sparks creative contributions from others.
- Excellent leadership and management skills. The ability to challenge, lead and inspire others to excel.
- Excellent written, verbal and presentation skills.
- Excellent interpersonal, communication and conflict resolution skills.
- Skilled with group and team dynamics and possessing the ability to motivate, persuade and negotiate with diverse individual and groups.
- Skilled in the use of information management tools including Microsoft office suite, databases, internet/web etc.
- Knowledge of current trends and professional issues in public library services and management.
- Knowledge of, and experience with, providing, improving, and evaluating a range of branch library services such as information, reader's advisory, outreach, programming, collection management and children's services.
- Knowledge of, and experience with, the principles and methods of organizational administration, such as staff supervision in a unionized environment, budgeting, communications and records management.
- Knowledge of, and experience with, the scheduling, monitoring and evaluation of multiple tasks, projects and priorities.
- Commitment to principles of intellectual freedom, inclusiveness, service excellence and the Library's mission, values and goals.

***Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.***

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### Applying

- The deadline for this application is 11:59pm December 17, 2017
- Please visit [www.hpl.ca](http://www.hpl.ca) and proceed to Jobs at HPL to apply through City of Hamilton recruiting site.
  - or
- Send resumes to [hr@hpl.ca](mailto:hr@hpl.ca)
- Candidates proceeding to the formal interview process will also be required to submit a minimum of three (3) references as well as copies of proof of key qualifications (i.e. degrees, certifications, licences, driving abstract)
- Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process.
- The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.
- By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment, or cause your dismissal. We thank all applicants who apply and advise that only those selected for an interview will be contacted.

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.