



About Brampton Library

Working collaboratively with a team of 200+ staff overall, your unique skills and experience complement our future-forward approach to public library service. The work Brampton Library does is at the heart of Canada's ninth largest and second fastest growing city.

With a median age of just 34.7, Brampton is a young, modern city with a well-developed economic base. Exciting and multicultural, people from around the world have come here to live, work and play. Representing more than 170 different cultures and speaking more than 70 languages, Brampton residents deeply value and respond to our free library services and programs. Together we are inspiring connections, in our branches and beyond.

Position Title:	Branch Manager
Location:	Brampton, Ontario
Job Type:	Regular, Full-time, Non-Union
Job Term:	Permanent
Anticipated Start Date:	September 2022
Salary Range:	\$96,781-\$115,216
Job ID:	39-2022
Posting Status:	Open
Closing Date:	August 5, 2022 at 4:30pm EST

HOW TO APPLY

Submit your resume, external application for employment along with an up-to-date cover letter to our email Careers@bramlib.on.ca. You can also choose to drop the application in person or fax us at (905) 453-0810.

Your application should clearly identify how you would be the right leader for this exciting new career opportunity - specifically outlining your leadership style and approach to leading a dynamic team. Candidates will participate in one or more panel interviews. All aspects of the recruitment and selection process including recruiting, interviewing, selection, promotions, compensation and development will be conducted in a fair, consistent and non-discriminatory manner.

The candidates whose profiles most closely matches the identified job requirements will be selected to proceed to the screening stage. Hiring for all new and vacant positions, transfers and promotions will be determined on the basis of education, experience, skills, knowledge, ability, and overall qualifications required to successfully meet the expectations of the position. Candidates who are successful during the screening stage will then be asked to participate in an interview(s) and other job related assessments. The successful candidate will receive a conditional offer of employment followed by an offer of employment based on successful completion of reference checks, and at your expense, a current Criminal Record Check, Criminal Record and Judicial Matters Check, or a Vulnerable Sector Check acceptable for employment at the Library.

If you are a passionate, motivated leader who wants to make a difference and continue to help our community, we are looking for you!

POSITION SUMMARY

Reporting to the Director, Branch and Neighbourhood Services, this position plans, directs and promotes the operations of assigned Library branch and participates in system-wide projects aligned with achievement of the organization's vision, mission, values and strategic objectives and priorities. Performs assigned branch duties and participates as a team member with the library staff in performing any duty essential to the achievement of efficient and effective library service.

Key Qualifications

- Committed to promoting a respectful and inclusive workplace for a diverse team.
- Able to demonstrate cultural competence.
- Master of Library Science degree from an ALA accredited Library School.
- 7 years of experience in a library service organization, preferably with 3 years supervisory experience in a unionized environment. Demonstrated ability to:
 - Assess, plan and deliver products, services and/or programs at the branch level, in consultation with library colleagues and community partners
 - Motivate and coach staff in customer engagement and services
 - Ability to communicate at all levels of the organization
 - Manage multiple projects and priorities
 - Analyze situations and problem-solve big and small issues.
 - Contribute positively and work collaboratively within a team environment.
- Demonstrated level of integrity and confidentiality.
- This position requires daily travel, visiting multiple branch locations based on operational requirements, schedules and projects during the week including occasional weekends.
- Modelling behaviours which are consistent with the Inclusion, Diversity, Equity and Accessibility (IDEA) Policy and examples include:
 - Addressing behaviour contrary to the policy; and
 - Identifying and addressing any barriers to diversity and inclusion, including those reported by employees, and/or customers
 - Creating and maintaining a diverse and inclusive workplace

Major Responsibilities

- Work collaboratively with Branch colleagues, and be responsible for the planning, delivery and evaluation of Branch services.
- Contribute to system-wide organizational planning, and take a leadership role on projects to ensure supportive and positive customer service to the Branch's neighbourhood.
- Managing a service organization, and demonstrate ability to deliver customer-centred service in a unionized environment.

- Enjoy the challenges and rewards of the daily operations of an activity-filled neighbourhood Branch library service, including customer interactions, programs, people management, facilities supervision, health & safety, and budget stewardship.
- Effectively articulate messages orally and in writing of information, and ideas to a diverse group, leading to shared understanding.
- Have time management skills, and be equally comfortable working independently or as part of a team.
- Previous experience of partnership development or experience of building strong relationships with potential partners, vendors, and sponsors.
- Be a consultative manager committed to listening to and learning from both internal and external customers.

Your focus is to create a customer-centric, positive, thriving workplace that balances progress with practicality.

PREFERRED SKILLS

Ability to communicate in Hindi, Urdu and/or Punjabi orally and written will be considered an asset.

BENEFITS

The opportunity to make a difference in the community! We also offer an attractive and competitive compensation package, Ontario Municipal Employees Retirement System (OMERS) pension plan; Extended Health and Dental coverage, leave of absence benefits and an Employee Assistance Program.

THE NEXT STEPS

If this opportunity matches your interest and experience, please email your résumé, cover letter and application to our Human Resources Team, quoting reference #39-2022, to careers@bramlib.on.ca. Applications for this role will be accepted up to 4:30pm EST on [DATE], 2022.

The Brampton Library is an Equal Opportunity Employer. We are committed to employment equity and diversity, including an inclusive barrier-free recruitment and selection processes and work environments. Brampton Library invites applications from all qualified individuals. The Library welcomes applications from racialized persons, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Feel free to self-identify on your cover letter. Preference will be given to candidates from equity-seeking groups above.

Accommodations are available on request for candidates taking part in all aspects of the selection process. Please email careers@bramlib.on.ca for any questions and concerns regarding application and accommodations. Any information received relating to accommodation measures will be addressed confidentially.