



About Brampton Library

Bring your skills and experience to the Brampton Library and join a growing team that is committed to enriching the lives of over 600,000 Brampton residents. Working with more than 175 distinct ethnic backgrounds, we promote literacy, and provide access to recreational materials and information in a welcoming environment that reflects Brampton's diversity, embraces and celebrates our differences, and inspires connections among our staff, customers, and communities.

Position Title:	Manager, Adult & Seniors Engagement
Location:	Brampton, Ontario
Job Type:	Regular, Full-time
Job Term:	Permanent
Anticipated Start Date:	May 2024
Salary Range:	\$102,177.36 – 121,639.71 /year
Job ID:	06-2024
Posting Status:	Open
Closing Date:	February 29, 2024 at 4:30PM

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 deliver the application in person or fax us at (905) 453-0810.

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.

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.

THE OPPORTUNITY

Reporting to the Director, Community Engagement and Partnerships, the Manager, Adult and Seniors Engagement is responsible for the overall development and advancement of programs, outreach and partnerships as it relates to the organization's vision, mission values and strategic objectives and priorities.

THE IDEAL PROFILE

Education:

- **Preferred** Master's degree in library studies from an institution accredited by the ALA or by an equivalent national library body.
- OR
- Master's degree in library studies accepted by a recognized international education credential assessment service
- OR
- A combination of library experience and a Master's degree in any field related to people management, community development, public administration, or social sciences.

Experience:

- **Preferred** at least 7 years progressive in a library setting in the area of community service delivery and development, including 3 years of supervisory experience in a unionized environment, with demonstrated leadership capacity.
- OR
- 7 years of experience in community programming and outreach delivery and development, including 3 of supervisory experience in a unionized environment, with demonstrated expertise in engaging the community to identify needs and developing effective community programs.

Skills:

- Demonstrated knowledge of services in the identified target service areas
- Required technical competencies such as proficient in all Microsoft and Google applications; effective in building and delivering presentations; specialized subject matter expert and knowledge.
- Demonstrated ability to prioritize, multi task and coordinate service delivery, translating goals and objectives to tangible results and outcomes; demonstrated ability to assess the service requirements and collection needs of a multi-branch library system.
- Demonstrated ability to maintain positive working relationships and to work collaboratively and effectively with a broad spectrum of individuals; demonstrated ability to establish and maintain effective relations with suppliers.
- Proven ability to generate, implement and evaluate new ideas, plans and programs.

- Excellent verbal/written and interpersonal skills; uses tact and diplomacy; effectively delivers consistent messages providing the right information at the right time to the right audience.
- Ability to consistently demonstrate excellent customer service across the Library.
- Demonstrated level of integrity and confidentiality and results oriented
- This position requires frequent travel, visiting multiple branch locations based on operational requirements, schedules and projects during the week including occasional evenings and weekends.

OVERVIEW OF MAJOR RESPONSIBILITIES

- As a strategic member of the management team, the incumbent is responsible for developing and implementing system-wide programs, outreach and partnership frameworks for the Library as it relates to the external customers and partners. This framework includes goals, objectives and strategies that are aligned to the overall vision and mission of the Brampton Library
- Works collaboratively with other departments to modify, improve and operationalize a results-oriented program and outreach plan to increase collective knowledge and integrated outcomes. Collaborates to build internal engagement and accountability measures for all programs with all stakeholders
- Ensures a strong focus on diversity, equity, and inclusion in the development of programs, outreach and partnerships in order to build community, foster a sense of belonging, create a more inclusive environment to support customers and individuals from diverse backgrounds and social identities
- Own the development, analysis and measurement of program impact with key metrics and objectives
- Researches, prepares and submits recommendations, reports, and statistics and budget requirements necessary to the planning of effective services. Monitors assigned budget areas on a system basis
- Maintains current awareness of trends and developments in the identified target service areas incorporating best practices in new program outputs
- Responsible for the selection, hiring, evaluation, and discipline of direct-report staff and other staff assigned to the target service area on a permanent or temporary basis; identifies coaching and mentoring opportunities for staff; administers employment policies and procedures and the collective agreement in consultation with the Director, Community Engagement and Partnerships and Human Resources staff
- Provides system wide training in the identified target service areas as required.
- Develops and maintains positive working relationships working as a team member within and across service units
- Plans, organizes and manages the daily operations in identified target service area; supervises staff, managing the work flow in order to achieve the most effective utilization of staff resources.

- Responsible for the health and safety of self and others within the organization ensuring a safe work environment and taking every precaution for the protection of others.
- Demonstrates and monitors that employees are performing a high level of customer service and flexibility in responding to internal customer needs.
- Provides a high degree of confidentiality and security around information provided to produce content for Management Team, Human Resources, and other sensitive information sources where information is developed prior to staff/public release.
- Performing other duties as assigned.

BENEFITS

We offer an attractive and competitive compensation package, Ontario Municipal Employees Retirement System (OMERS) pension plan, 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 #06-2024, to careers@bramlib.on.ca. Applications for this role will be accepted up to 4:30pm EST on February 29, 2024.

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.

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.

As part of the application process, the Brampton Library Human Resources Division collects personal information under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44 and in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. All personal information collected by the Brampton Library as part of the application process is confidential information and will be treated as such. Safeguards are in place to protect the information. The information is used to verify eligibility to work for Brampton Library, assess application trends, and inform the development of enhanced future recruitment processes and programs. Brampton Library shall not collect more personal information than is required in order to satisfy these purposes or for a consistent purpose. Personal information will be disposed of in compliance with established Records and Information Management policies and procedures and in a secure manner that prevents loss, misuse, theft, or unauthorized access. Questions about this collection can be directed to Franka Mohammed- Human Resources Advisor, Human Resources Division at 65 Queen Street East, Brampton, Ontario, or by telephone at 905-793-4636.