



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:	Branch Manager
Location:	Brampton, Ontario
Job Type:	Regular, Full-time
Job Term:	Temporary, 12 months
Anticipated Start Date:	June 2024
Salary Range:	\$102,177.36 – 121,639.71 /year
Job ID:	28-2024
Posting Status:	Open
Closing Date:	May 10, 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 OPPORTUNITY

Reporting to the Director, Branch & Neighbourhood Services, plans, directs and promotes the operations of assigned Library branch or branches 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.

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
- A 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, business administration, public administration or social sciences.

Experience:

- **Preferred** at least 7 years of progressive experience in a library setting in the area of public service delivery and development, including 3 years supervisory experience in a unionized environment.
- OR
- At least 7 years of progressive experience in public service delivery and development, including 3 years of supervisory experience in a unionized environment.

Skills:

- Demonstrated management skills with a team-oriented management style;
- Demonstrated ability to prioritize, multi task and manage service delivery, translating goals and objectives to tangible results and outcomes.
- Demonstrated ability to maintain positive working relationships and to work collaboratively and effectively with a broad spectrum of individuals within the service unit and across the organization, and represent the Library in the defined catchment area.
- 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 and the right time to the right audience.
- Ability to consistently lead and demonstrate excellent customer service across the Library in the execution of Branch services and programs.

- This position requires frequent travel, visiting multiple branch locations based on operational requirement, schedules, and projects during the weekdays including occasional weekends.
- Demonstrated level of integrity and confidentiality.

OVERVIEW OF MAJOR RESPONSIBILITIES

- Responsible for the day to day planning, delivery and evaluation of services for the branch including staffing, collections, programs and outreach; and reference services.
- Responsible for operation of the physical branch location, including equipment, with an expectation of managing multiple branch locations based on operational requirement
- Responsible for the selection, hiring, discipline and firing of staff; directly supervises branch staff and additional staff as may be assigned to the locations on a permanent or temporary basis; evaluates direct reports and contributes to evaluation on non-direct reports; identifies coaching and mentoring opportunities for staff; administers employment policies and procedures and the collective agreement in consultation with the Director and Human Resources staff.
- Provides budget information for service sites as assigned; identifies operational budget impacts.
- Participates in project planning for Library initiatives, as assigned; keeps informed of current and future trends in library service; uses expertise in improvement initiatives and evaluation of processes and outcomes.
- Promotes an effective working environment by maintaining positive work relationships, dealing with employee and labour relations and being responsible for the health and safety of self and others.
- Focuses on results and continuous improvement by demonstrating a high level of customer service, facilitating two-way communication and researching to prepare and submit reports, statistics and budget requirements as needed.
- 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.
- Performs 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 #28-2024, to careers@bramlib.on.ca. Applications for this role will be accepted up to 4:30pm EDT on May 10, 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.