

Job Title: Branch Experience Director
Location: Honey Harbour, MacTier, Port Severn branches
Status: IMMEDIATE full-time

OVERVIEW

The Georgian Bay Public Library serves a growing community of seasonal and permanent residents. Our three branches reflect their community and are dedicated to creating a library experience to enrich, explore, connect, create, learn and grow.

JOB DESCRIPTION

Reporting to the CEO, the Branch Experience Director assists to supervise staff and supports branch operations in Honey Harbour, Port Severn, and MacTier branches with the goal to champion excellence in library operations and services, including collections. You will lead with the developing strategic initiatives in alignment with the GBPL Strategic Plan.

BASIC QUALIFICATIONS

- Master's Degree in Library Science (MLS) or Library Information Science (MLIS) from an accredited post-secondary institution.
- Proven experience managing a team.
- Demonstrated good judgment, trustworthiness, and adherence to professional standards of conduct.
- Demonstrated knowledge of the methods, techniques, practices, and procedures related to the organization and implementation of library programs, collections, services and policies.
- Demonstrated knowledge of current trends and industry best practices in the use of technology in library public service delivery.
- Demonstrated ability to innovate while effectively managing competing priorities in a rapidly changing work environment.
- Demonstrated commitment to work collaboratively in a team environment.
- Proven record of achieving strategic outcomes in a timely manner.
- Excellent pro-active customer service and interpersonal skills
- Knowledge and understanding of delivering fair and equitable service, including reference and readers' advisory service.

POSITION DETAILS

- Responsible for building and leading a high-performance system-wide circulation team, focusing on excellent customer service.
- Assists the CEO in the supervision of employees, including daily task management, scheduling, and some payroll responsibilities.
- Assists with the development and maintenance of branch procedures to align with policy.
- Assists with social media, marketing, and web-related Library products.
- Serves patrons in all areas as required.
- Assists with program development and service.
- Perform other job-related duties as required.
- **Hours:** 35 weekly/70 hours per biweekly pay period. Some evenings and weekends.
- **Rate:** \$27-\$31 per hour

HOW TO APPLY**CLOSING DATE – Friday September 24th, 2021 at 4:00pm.**

Please email your cover letter and resume to Susan McGibbon, Chair, GBPL.
chair@gbpl.ca

We thank all applicants and advise that only those selected for an interview will be contacted.

The Georgian Bay Public Library invites applications from all qualified individuals. The Library is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.