



## **JOB POSTING #84-19CCS COMMUNITY & CULTURAL SERVICES LIBRARY BRANCH SUPERVISOR**

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**Posting Date:** May 3, 2019

The Elgin County Library, a dynamic part of the County of Elgin's Department of Community & Cultural Services and comprising ten branches County-wide, has a vacancy for a **Full-time Branch Supervisor** position with responsibilities generally worked at the **Dutton, West Lorne and Rodney** branches.

Reporting to the department's Director, the position entails the following regular duties:

**Key Responsibilities:**

- Day-to-day management of the branches, including scheduling/supervision of staff, volunteers and youth workers, maintenance activities and health & safety compliance;
- Administration of library policies and procedures relating to loans of materials, catalogue usage and use of computer equipment by staff and the public;
- Planning and administration of community programming for all age groups;
- Public relations with library patrons, local municipalities, schools and service clubs;
- Participation in library-wide committees and projects pertaining to library management, collection development, automation and special projects;
- General branch duties such as circulation, reference, Interlibrary loans and troubleshooting technology issues;
- Financial management and reporting.

**Qualifications:**

- Graduate degree in Library or Information Science; or Bachelor's degree with advanced training in library science;
- Minimum five years experience in a public library setting with two years supervisory experience in a unionized setting preferred;
- Advanced knowledge of library cataloguing systems and Internet applications;
- Strong interpersonal skills combined with excellent written/verbal communication skills;
- Strong conflict management and leadership skills;
- Budgetary experience an asset;
- Valid "G" class Ontario Motor Vehicle License and the use of a reliable vehicle for County Business.

**Hours:** 35 hours per week

**Remuneration:** \$34.07 - \$39.85 per hour (plus comprehensive benefits package)

**Effective:** June 26, 2019

**Application Deadline:** **Friday, May 17, 2019 at 4:30 p.m.**

To be considered, please submit your cover letter and resume (in a single PDF or Word document) to: [jobs@elgin.ca](mailto:jobs@elgin.ca). Job posting # must be indicated in the subject line. Incorrect information may result in withdrawal of your application. Confirmation will be sent upon receipt of your email application.

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.