



**Department of Post-Secondary Education,
Training and Labour
ASSISTANT REGIONAL DIRECTOR**

**(Pay Band 5)
Open Competition
Campbellton**

The Department of Post-Secondary Education, Training and Labour is seeking an individual to join the New Brunswick Public Library Service as an Assistant Regional Director for the Chaleur Library Region located in Campbellton.

As a member of the regional management team, the successful candidate will take part in the development, communication and implementation of regional and provincial vision, as well as strategic and operational plans. The successful candidate will be responsible for supervising all small libraries in the region as well as the regional collections management unit. He/She will be responsible for the development and implementation of sound management practices and for the hiring, training, supervision and evaluation of managers and supervisors of the above services. Duties include: coordinating provincial and regional programs and projects in their areas of responsibility; coordinating and supervising the development of library automation at the regional level; participating in a variety of provincial, regional and community committees; assisting in the analysis of staff training needs and in the planning of appropriate training to meet them; assisting in the development of regional policies and procedures; assisting in the management of collections on a regional scale including selection and weeding; making presentations; supervising the compilation of regional statistics; researching and writing reports; and assuming other duties as assigned. The successful candidate will assume key responsibilities within the region in the absence of the Regional Director.

ESSENTIAL QUALIFICATIONS: Master's degree in Library and/or Information Studies from an ALA accredited program and a minimum of four (4) years of related professional experience including one (1) year of management and supervision. The successful candidate must also have experience working with library automation software, e-mail, MS-Word, the Internet and electronic reference tools.

Written and spoken competence in English and French is required. Please state your language capability.

Applicants must clearly demonstrate the essential qualifications to be given further consideration. Please ensure that your preferred language for assessment is identified on your resume.

The following operational requirement is also required: This position requires travel.

BEHAVIOURAL COMPETENCIES: The successful candidate will possess the following behavioural competencies: Organizational Commitment; Effective Interactive Communication; Team Leadership; Developing Others; Results Orientation; and Relationship / Network Building.

TECHNICAL COMPETENCIES: The successful candidate will possess the following technical competency: Specialized Subject Matter Expertise and Knowledge.

Résumés should be in chronological order specifying education and employment in months and years including part-time and full-time employment.



In the event that this competition poses difficulties in recruiting, candidates with less than four (4) years of experience may be considered at a salary commensurate with their experience.

Salary: \$54,834 to \$76,622 per annum

We encourage applicants to apply on-line at <https://www.ere.gnb.ca/competition.aspx?lang=E&t=Y> or by mail at the following address, indicating the competition number: Department of Post-Secondary Education, Training and Labour, Human Resource Services, 500 Beaverbrook Court, Suite 100, P.O. Box 6000, Fredericton, NB, E3B 5H1. **THIS COMPETITION WILL REMAIN OPEN UNTIL THE POSITION IS FILLED.**

Telephone: (506) 453-8231

Fax: (506) 457-6750

We thank all those who apply however only those selected for further consideration will be contacted.

As per the *Civil Service Act*, veterans and candidates registered with the [Equal Employment Opportunity Program](#), who demonstrate they are among the most qualified, shall be given preference at the time of appointment.

We promote a scent-reduced environment.

We are an Equal Opportunity Employer.

Competition number: 18-6232-006

The New Brunswick Public Service: Improving the lives of New Brunswickers every day!