



**Department of Post-Secondary Education, Training and Labour**  
**LIBRARY MANAGER**  
**(Pay Band 2)**  
**Open Competition**  
**Hartland**

**WHO WE ARE:**

The Dr. Walter Chestnut Public Library in Hartland is one of 63 public libraries that make up the New Brunswick Public Library Service. The library aims to be a place where people of all ages and backgrounds can gather while they pursue their educational, social, and recreational needs.

**THE POSITION:**

As the Library Manager, you will be responsible for the provision of quality library service to the community and surrounding area. You are responsible for managing the library in accordance with provincial guidelines; ensuring that regional and provincial initiatives are implemented at the library; and developing local policies, procedures, and strategic and operational plans within regional and provincial mandates.

You will be responsible for recruitment, training, supervision, scheduling hours of work and evaluation of staff; providing loan service through an automated circulation system; providing advanced level reference service through traditional and electronic resources; assisting patrons in the use of information technology and library services; providing reader's advisory service; planning and implementing library programs for children and adults; performing community analysis; engaging in public, community and media relations; participating in the selection and maintenance of library collections; serving as secretary to the library board; managing the library board budget provided by the municipality; working in conjunction with the board and the town to maintain the library facility; maintaining positive relations with the community and with the staff of the library region; developing partnerships; and assuming other duties as assigned. You will also be responsible for the shelving of materials and shelf reading.

Working with the public requires being people-focused, compassionate, and able to problem-solve in challenging situations.

Working with us will require daytime, evening, and weekend shifts (based on work schedules). Some travel may also be required. Library work will involve lifting. You will report to the Assistant Regional Director.

**TO BE SUCCESSFUL:**

We are looking for people with diverse backgrounds that bring a combination of the following:

- **Behavioural Competencies:** Client Service Orientation; Concern for Order; Effective Interactive Communication; Relationship / Network Building; Team Leadership
- **Technical Competencies:** Written Communication
- **Language:** Written and spoken competence in English is required.
- **Education:** Bachelor's degree and at least one (1) year of relevant experience that includes supervision and working with the public OR a Master of Library and/or Information Science degree OR a Bachelor of Information Management degree.

Experience using email, the Internet and MS-Word is necessary.

Please ensure that your preferred language for assessment (English or French) is identified on your resume. You must clearly demonstrate the essential qualifications to be given further consideration. Prior to appointment, you will be required to obtain a criminal record check for work with the vulnerable sector.

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

If we have difficulty recruiting for this position, you may be considered if you have less than one (1) year of experience at a salary commensurate with your experience.

**SALARY:** \$44,148 to \$61,620 per annum

**HOW TO APPLY:**

Apply online at [eRecruitment](#) by **September 27, 2022**, indicating competition number: **22-6237-005**. This competition may be used to fill future vacancies at the same level.

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Thank you for applying. We will be contacting candidates who have been selected for further consideration.

**EQUAL OPPORTUNITY EMPLOYER:**

We are an Equal Opportunity Employer. We are committed to building a workforce that reflects the diversity of our communities in which we live and serve. We encourage and support applications from Indigenous persons, persons with disabilities, and members of visible minority groups. Candidates registered with the [Equal Employment Opportunity Program](#) and veterans, who are among the most qualified, will be given preference at the time of selection

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