



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

The Department of Post-Secondary Education, Training and Labour is seeking an individual to join the New Brunswick Public Library Service as Manager of the Campobello Public Library in Campobello.

The successful candidate will be responsible for the provision of quality library service to the community and surrounding area. He/she is 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.

The successful candidate 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. He/she will also be responsible for the maintenance of collections, the shelving of materials and shelf reading.

**ESSENTIAL QUALIFICATIONS:** 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 with e-mail, the Internet and MS-Word is necessary.

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

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

The following operational requirements are also required: This position requires daytime, evening and week-end shifts (based on work schedules). Some travel will be required. Maintaining the library collections will involve some lifting on occasion.



Prior to appointment, the successful candidate will be required to obtain a criminal record check for work with the vulnerable sector.

**BEHAVIOURAL COMPETENCIES:** The successful candidate will possess the following behavioural competencies: Client Service Orientation; Concern for Order; Effective Interactive Communication; Relationship / Network Building; Team Leadership.

**TECHNICAL COMPETENCY:** The successful candidate will possess the following technical competency: Written Communication.

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

Salary: \$20,085 to \$28,041 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*, candidates registered with the [Equal Employment Opportunity Program](#) and veterans, 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: 18-6234-006**

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

