

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

WHO WE ARE:

The Memramcook Public Library 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 as well as the staff of the library region and developing partnerships. You will also be responsible for the maintenance of collections (shelving of materials and shelf reading) and assuming other duties as assigned.

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 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 and French 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: \$45,032 to \$62,868 per annum.

HOW TO APPLY:

Apply online at [eRecruitment](#) by September 24, 2023, indicating competition number: 23-6235-003. This competition may be used to fill future vacancies at the same level.

Department of Post-Secondary Education,
Training and Labour
Human Resource Services
500 Beaverbrook Court, Suite 100
P.O. Box 6000
Fredericton, NB E3B 5H1
Telephone: 506-453-8231
PETL-HR.EPFT-RH@gnb.ca

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, may be given preference at the time of selection

Check out what it is like to work at the Government of New Brunswick, where we are working together as [One Team One GNB](#) to improve the lives of New Brunswickers every day!