



**Department of Post-Secondary Education, Training and Labour**  
**ASSISTANT REGIONAL DIRECTOR**  
**(Pay Band 5)**  
**Open Competition**  
**Edmundston**

**WHO WE ARE:** The Haut-Saint-Jean Library Region is one of 5 library regions that make up the New Brunswick Public Library Service (NBPLS). It is comprised of 10 libraries that serve the Madawaska, Victoria, and Carleton counties. You will be based out of the Regional Office, in Edmundston, which acts as administrative support for the libraries in the region.

**THE POSITION:** As Assistant Regional Director, you will take part in the development, communication, and implementation of regional and provincial vision, as well as strategic and operational plans. You will be responsible for supervising all small libraries in the region. You 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. You will also assume key responsibilities within the region in the absence of the Regional Director.

You will also be a member of the Regional Management Team. In that role, you will be a key support in developing service in the region by coordinating provincial and regional programs and projects in your areas of responsibility; coordinating and supervising the development of library automation at the regional level; taking part 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; making presentations; supervising the compilation of regional statistics; researching and writing reports; and assuming other duties as assigned.

This is a Monday to Friday position; however, some evening and weekend work may be required. This position also involves travel. 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:** Organizational Commitment; Effective Interactive Communication; Team Leadership; Developing Others; Results Orientation; Relationship / Network Building
- **Technical competencies:** Specialized Subject Matter Expertise and Knowledge
- **Language:** Written and spoken competence in English and French is required. Please state your language capability.
- **Education:** 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.

Experience working with library automation software, 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.

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 four (4) years of experience at a salary commensurate with your experience.

**SALARY:** \$61,204 to \$85,514 per annum.

**HOW TO APPLY:** We encourage applicants to apply on-line at [eRecruitment](#), indicating competition number: **22-6237-011**. This competition will remain opened until the position is filled and 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](mailto: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, will 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!*