

**TEMPORARY POSITION  
up to 3 years with possibility of renewal**

**New Brunswick Public Library Service**

**Grand Falls Public Library  
LIBRARY MANAGER  
Bilingual, Full-Time  
(Pay Band 2)  
Grand Falls**

**WHO WE ARE:**

The Grand Falls 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 to the 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 the recruitment, training, supervision, and evaluation of staff; scheduling hours of work; 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, youth and adults; performing community analysis; engaging in public, community and media relations; participating in the selection of library collections; serving as secretary to the library board; managing the library budget provided by the municipality; working with the board and municipality to maintain the library facility; developing partnerships; and assuming other duties as assigned. You will also be responsible for the maintenance of the library's collections, the shelving of materials and shelf reading.

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:

- **Skills:** You will possess leadership, communication, interpersonal and supervisory skills. A demonstrated sense of organization as well as a strong aptitude for public service, research, problem solving, analysis and teamwork is necessary.
- **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 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:** From \$1,732 to \$2,418 bi-weekly.

#### **HOW TO APPLY:**

Please submit your application (letter and up-to-date resume) along with a copy of a certificate confirming completion of the level of education required by email, mail or fax to the address indicated below. Please state in your letter that you are applying for the Temporary position of Library Manager at the Grand Falls Public Library.

Administrative Assistant  
HSJ Regional Office  
15 de l'Église Street  
Edmundston, NB E3V 1J3  
Fax: (506) 735-2193  
[NBPLS-SBPNB.HSJ@gnb.ca](mailto:NBPLS-SBPNB.HSJ@gnb.ca)

Thank you for applying. We will be contacting candidates who have been selected for further consideration. This competition will remain open until the position is filled and may be used to fill future vacancies at the same level.

#### **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!*