



Manager, Branches and Collections Kingston Frontenac Public Library

Kingston Frontenac Public Library (KFPL) is a progressive, innovative, sixteen branch library system with a mission to provide exceptional customer service within the context of a warm and welcoming environment. KFPL enjoys remarkable support from the public and community groups in the City of Kingston and the County of Frontenac, making the organization one of the most dynamic public library systems in Ontario. It is within this exciting context that the organization is seeking to recruit a Manager, Branches and Collections.

The Opportunity

Reporting to the Director, the Manager, Branches and Collections, brings a passion for public service and experience as a leader committed to the vision and values of public libraries.

Understanding the unique needs of patrons from rural to urban, you will work collaboratively with the Manager, Programming and Outreach to ensure that patrons receive the best customer service experience, in the branch, in the community and virtually.

You will shape the nature and quality of customer service offered in all sixteen branches of KFPL using your professional judgment in the organization and administration of branch operations, and by using evidence-based approaches to the implementation of service changes and improvements. You bring with you experience as an early adopter of new technologies that support and enhance the customer experience.

Leading a team of Branch Supervisors, you will create an environment which fosters and develops effective working relationships, high performance and innovation. Staff will look to you for leadership, mentorship and support.

You will ensure that KFPL provides a dynamic collection of materials, available in a variety of formats to serve the needs and support the interests of all members of the KFPL community. Leading the Collections Librarian and Technical Services team, you bring the experience of skillfully applying analytics tools, streamlined processes and the ability to leverage the knowledge of the collections team to bring collections into the spotlight.

Working with the Manager, Facilities, you will ensure that the physical environments for patrons across all branches are welcoming and accessible to all.

As a member of the management team, you will coordinate and collaborate with fellow KFPL managers on projects and branch initiatives.

As a leader, you will represent KFPL in appropriate community and professional organizations able to effectively communicate policies, programs and services to external stakeholders.

You are committed to undertaking ongoing professional development to maintain a broad and in-depth knowledge of current library practices, trends, standards, public services, and related professional issues.

Who We Are

About Kingston and Frontenac County: Kingston with its unique heritage and character is a major population centre of eastern Ontario. Located on Lake Ontario it is a 2-hour drive from Ottawa and a 2.5-hour drive from Toronto and Montreal. It is home to Queen's University, St. Lawrence College and the Royal Military College. Culture and the arts abound, along with fabulous shopping, dining and outdoor recreational experiences. Kingston offers the quality of life of a smaller community with the amenities of a major centre. The County of Frontenac offers an exceptional quality of life and residents enjoy the advantages of a rural lifestyle, living, working and travelling in one of the most beautiful parts of Ontario. The County of Frontenac covers a large geographical area and KFPL has eleven branches in the County to serve residents and the many cottagers that reside in the County.

The Successful Candidate

As an ideal candidate, you will bring the following:

- MLS from an accredited library school.
- Minimum of four years professional and demonstrated leadership experience relevant to the position. Experience in a unionized public library environment.
- Excellent management and leadership skills.
- Demonstrated ability to set goals, to establish priorities, think creatively, implement new ideas, and manage change.
- Excellent interpersonal, de-escalation and communications skills.
- Excellent technical skills.
- Demonstrated ability to manage an operational budget.

Compensation

An attractive and competitive remuneration package will be offered including a salary commensurate with qualifications and experience (\$83,529 - \$94,082), and a comprehensive benefits package including pension (OMERS).

How to Apply

Please submit a resume and cover letter before **4:30 PM on Monday, June 7, 2021** to:

Amy Rundle, Administrative Assistant
Kingston Frontenac Public Library
130 Johnson Street, Kingston ON K7L 1X8
Fax: 613-549-8476
e-mail: jobs@kfpl.ca

Pursuant to AODA requirements, accommodations for disabilities are available to job applicants who are invited to participate in an interview and who request individual accommodation during the recruitment process.

The successful candidate, to whom an employment offer has been made, shall be required to provide a current CRC (Criminal Record Check), Vulnerable Sector at their own expense as a condition of employment.

The Library is committed to diversity in employment opportunities and welcomes employment applicants from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ+ community and others who reflect the diversity of Canadian society.

We appreciate all applications received; however, only those invited for an interview will be contacted. Thank you for your interest in the Kingston Frontenac Public Library. Visit us at www.kfpl.ca