

# **EMPLOYMENT OPPORTUNITY NOTICE EO14-283 \*REVISED**

**\*Revised Duties and Extended Closing Date**

## **THE CITY OF GREATER SUDBURY**

**requires a**

### **MANAGER OF LIBRARIES AND HERITAGE RESOURCES**

**REPORTING LOCATION: MAIN LIBRARY**

**PERMANENT POSITION**

**70 HOURS BI-WEEKLY**

### **START DATE TO FOLLOW SELECTION PROCESS**

The Libraries and Heritage Resources Section, Citizen Services Division, Community Development Department of the City of Greater Sudbury, requires a Manager of Libraries and Heritage Resources. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$3,189.90 to \$3,756.20 bi-weekly.

#### **QUALIFICATIONS:**

##### **EDUCATION AND TRAINING:**

Masters Degree in Library and Information Science from a recognized University with Canadian accreditation.

##### **EXPERIENCE:**

Minimum of five (5) years of directly related experience in the management of a unionized and diversified public or private sector organization.

##### **KNOWLEDGE OF:**

Applicable legislation and related regulations.

Current and emerging management issues within CGS as they affect the Section.

Best practices within areas of responsibility.

Horizontal linkages to other relevant governmental levels and services as well as the private sector.

Knowledge of automated library systems, and word processing and spreadsheet software applications

##### **ABILITIES TO:**

Understand and meet the needs of customers including a demonstrated understanding of community needs for municipal services.

Prepare operating and capital budgets.

Build the values of the organization into programs, services and policies.

Prepare an effective Business Plan.

Set and achieve high standards for the service areas.

Create enthusiasm and motivation for employees to pursue CGS's targets.

Balance conflicting demands from stakeholders.

Anticipate and manage the impact of change on the Section's activities.

Manage the financial, human and physical resources of the Section in a collaborative manner.

Manage conflict; mediate disputes; assist in reaching consensus.

Respond quickly to emerging opportunities or risks.

Provide a stabilizing influence within the Section.

##### **PERSONAL SUITABILITY:**

Mental and physical fitness to perform essential job functions.

**EMPLOYMENT OPPORTUNITY EO14-283  
MANAGER OF LIBRARIES AND HERITAGE RESOURCES  
(PERMANENT POSITION)**

**LANGUAGE:**

Excellent use of English; verbally and in writing.  
French verbal skills highly desirable; written skills an asset.

**OTHER:**

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.  
Provide, at own cost, a Criminal Record Check.

**MAIN FUNCTION:**

The position is responsible to the Director of Citizen Services for the complete management of the Libraries and Heritage Resources Section including the Main Reference and Research Library, New Sudbury and the South End Library, Heritage Museums and City Archives in support of quality customer service outcomes and the Business Plan for the Section.

**DUTIES:**

**UNDER THE GENERAL DIRECTION OF THE DIRECTOR OF CITIZEN SERVICES:**

1. Ensure the effective co-ordination, operation and promotion of the MacKenzie Street Research and Reference Library, New Sudbury Library and South End Library, all related technical services functions, the library collections, local history, community outreach and partnerships, inter-library loans, homebound service, the municipal museums and the city archives.
2. Ensure the provision of exemplary customer service in both official languages and innovate to achieve quality customer outcomes in response to performance measurement targets and customer feedback.
3. Responsible for the development and management of a balanced library collection, museum and archival collection that reflects the information and recreational needs of the community and supports learning across the lifespan.
4. Responsible for the acquisition, cataloguing and processing functions of the library, museum and city archives including the implementation and maintenance of any contracts associated with such functions.
5. Manage the provision of library, museum and archives outreach programs throughout CGS. Monitor program demand and innovate to achieve quality outcomes.
6. Responsible for the development and management of all digital support initiatives and services for the library system.
7. Serve as Library Implementation/Operation Co-ordinator for the Automated Library System software.
8. Ensure the development and maintenance of a virtual library, virtual museum and virtual community archives presence which reflect community information needs.
9. Responsible for the scheduling and operation of the inter-branch delivery service and for the maintenance and upkeep of the delivery vehicle.
10. Manage the financial, human and physical resources of the Section in alignment with CGS's vision and values, and in accordance with the annual Business Plan.
11. Assist in the preparation of the current budget estimates and monitor expenditures to ensure they are within the budget allocations.
12. Conduct job performance appraisals, salary reviews and discipline in accordance with the respective Collective Bargaining Agreement.
13. Act as Management's Representative in the Grievance Procedure in accordance with the respective Collective Bargaining Agreement.
14. Responsible for ensuring operational flexibility in order to respond to both low and peak periods of activity at all locations so as to ensure quality customer service.
15. Investigate, develop, recommend and implement alternative work methods, changes in job function and technologies for the library system.
16. Prepare reports for Council, CGS Public Library Board, and CGS Heritage Museums.
17. Represent the Division on committees of various volunteer based groups in support of the library system, the museums and the community archives.
18. Recommend and develop policy for the library, museums and the community archives.
19. Act as Commissioner of Oath as required.
20. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
21. Perform other related duties as required.

**EMPLOYMENT OPPORTUNITY EO14-283  
MANAGER OF LIBRARIES AND HERITAGE RESOURCES  
(PERMANENT POSITION)**

Qualified candidates should submit their résumé in confidence by **THURSDAY, SEPTEMBER 18TH, 2014 at 4:30 PM** to: **Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219** or by e-mail to: [hrjobs@greatersudbury.ca](mailto:hrjobs@greatersudbury.ca). Any application received after this deadline will not be considered. Please reference the Employment Opportunity number **(EO14-283\*REVISED)** on your resume.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.