

Employment Opportunity Notice EO17-624

The City of Greater Sudbury

requires a

Manager of Libraries and Heritage Resources

Reporting Location: Main Library

Permanent Position

Start Date to Follow Selection Process

The Libraries and Heritage Resources Section, Children and 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 \$3,353.00 to \$3,947.30 bi-weekly (subject to review).

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.

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200 Brady Street
Sudbury ON P3A 5P3

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www.greatersudbury.ca
www.grandsudbury.ca

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(Permanent Position)

Personal Suitability:

Mental and physical fitness to perform essential job functions.

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.

Note: A Criminal Record Check will be requested by the Hiring Manager should you be the candidate of choice. Please do not submit your Criminal Record Check with your application.

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

Duties: Under the General Direction of the Director of Children and Citizen Services.

1. 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.
2. Serve as senior administrative advisor to the Greater Sudbury Public Library Board, Museum Advisory Board, and Anderson Farm Site Committee, as required.
3. Ensure the effective co-ordination, operation and promotion of the MacKenzie Street Library, New Sudbury Library and South End Library, all related services and functions and the municipal museums.
4. Identify alternate sources of funding and resource support, co-ordinate funding applications to senior levels of government and other funding agencies.
5. Assist with the co-ordination of major capital infrastructure and renewal projects.
6. Oversee contracts and agreements with partner agencies and businesses.
7. Assist in the preparation of the current budget estimates and monitor expenditures to ensure they are within the budget allocations.
8. 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.
9. Responsible for the development and management of a balanced library collection, and museum that reflects the information and recreational needs of the community and supports learning across the lifespan.
10. Manage the provision of library, and museum outreach programs throughout CGS. Monitor program demand and innovate to achieve quality outcomes.
11. Responsible for the development and management of all digital support initiatives and services for the library system.
12. Serve as Library Implementation/Operation Co-ordinator for the Automated Library System software.
13. Ensure the development and maintenance of a virtual library, and virtual museum presence which reflect community information needs.
14. Conduct job performance appraisals, salary reviews and discipline in accordance with the respective Collective Bargaining Agreement.
15. Act as Management's Representative in the Grievance Procedure in accordance with the respective Collective Bargaining Agreement.
16. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
17. Perform other related duties as required.

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Leadership Competencies:

Tactical Implementation (II)

Competency	Competency Definition	Level	Level Definition
Shaping the Future			
Innovation	Take a creative approach to problems or issues, “think outside the box”, go beyond the conventional, and explore creative uses of resources.	4	Takes action to innovate
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	3	Develops alternatives before making complex decisions
Delivering Business Results			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one’s area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	3	Monitors and improves quality of customer service
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one’s own and other organizations.	3	Understands climate and culture
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	4	Plans and executes broad implementation efforts
Aligning People & Teams			
Developing Others	The genuine intent to foster the long-term learning or development of others by recognizing and supporting their developmental interests and needs, and encouraging opportunities for learning.	3	Provides feedback to encourage ongoing development
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	4	Acts to address performance issues
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	3	Obtains resources and takes care of the team
Enhancing Personal Effectiveness			
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	3	Adapts approach
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	4	Makes insightful assessments
Managerial Courage/Integrity	Acting with integrity, ensuring one’s actions are consistent with City of Greater Sudbury’s values and expectations.	3	Is honest and candid with managers, peers or external parties
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	4	Demonstrates resilience

For more information on leadership competencies, please refer to our website: www.greatersudbury.ca/jobs

Qualified candidates should submit their résumé in confidence by **Thursday, November 16th, 2017 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** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO17-624**) 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.