

DEPARTMENT:	Library	STATUS:	Regular Full-Time
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$103,860 - \$123,798 + comprehensive benefits package

About New Westminster Public Library

The City of New Westminster is a socially, economically and culturally diverse community of approximately 82,000 residents. As a core civic service, New Westminster Public Library aims to engage, strengthen and connect the community by inspiring exploration, imagination, creativity and lifelong learning. We emphasize the development and delivery of innovative programs and services that reflect our commitment to the principles of social justice, diversity, equity, and inclusion, delivered through the lens of anti-racist and anti-oppressive practice. We are committed to reconciliation with our First Nations and urban indigenous community, constantly learning, evolving and adapting our practice to the changing needs of our community, seeking always to identify and remove barriers to service.

Who we are looking for:

The New Westminster Public Library is looking for a dynamic, forward-thinking person to join their Leadership Team. Responsible for the day-to-day operations of the library with a focus on facilities, finance and branch oversight, occupational health and safety, and communications, the successful candidate will ensure that the library is relevant to people across the community, and that the needs of diverse stakeholder groups are being met by library services, collections and staff. The Deputy Chief Librarian also oversees emergency management and business continuity plans for the library and participates in city-wide initiatives. This is an excellent opportunity for someone who thrives in a collaborative, team-based environment, and is looking for an opportunity to participate in significant and meaningful change.

The Deputy Chief Librarian works closely with the Chief Librarian in the overall administration of the library, including the preparation of annual reports and capital and operational budgets. The Deputy stands for the Chief Librarian in their absence. This is an exempt position, reporting to the Chief Librarian.

Requirements include:

- MLS or MLIS from an ALA accredited post-secondary institution/school.
- A minimum of 5 to 7 years of progressively more responsible positions in a public library setting, at least 3 years in a leadership roles.
- Demonstrated people leadership skills and experience supervising the work of a team; and the ability to motivate, guide, mentor and support a diverse staff team.
- Ability to support departmental managers in the planning, assignment and supervision of work.
- Performs related duties in keeping with the purpose and accountabilities of the job including fulfilling the acting Director role as required.
- Demonstrated good judgment, trustworthiness, and adherence to professional standards of conduct.
- Demonstrated knowledge of the methods, techniques, practices, and procedures related to the organization and implementation of library programs, collections, services and policies.
- Demonstrated knowledge of current trends and industry best practices in the use of technology in library public service delivery.
- Demonstrated ability to innovate while effectively managing competing priorities in a rapidly changing work environment.
- Demonstrated commitment to work collaboratively in a team environment.
- Excellent interpersonal skills and communications, oral and written, including demonstrated change-management skills.

Details (hours of work):

- This is a full-time position
- The position would ideally start in July 2025
- This position will be required to work on site at the Uptown Main Branch of the Library
- Ability to pass and maintain a satisfactory Police Information Check.

Recruitment Process:

- All applications will be reviewed in May 2025
- Those selected for an interview will be contacted directly.
- Interviews will be conducted in-person at the New Westminster Public Library using a panel format led by the Chief Librarian.
- Results of interviews will be reviewed and a candidate will be selected for the position.
- Following successful completion of a criminal record check, and a signed letter of offer, the successful candidate would begin their position at a date and time to be determined.
- NOTE: Persons with disabilities who anticipate needing accommodation(s) for any part of the application process may contact, in confidence ccasenas@nwpl.ca

Apply online with your resume and cover letter in one PDF document at www.newwestcity.ca/employment. Applications will be reviewed beginning May 26, 2025.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples.
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*