



THE CORPORATION OF THE COUNTY OF WELLINGTON

Wellington County Library
Palmerston Branch
Requires a
**Permanent Part Time
Branch Supervisor**

This position reports to the Assistant Chief Librarian and is responsible for day to day operations of the Library Branch. Duties include, but are not limited to, promoting the branch, supervising staff, ensuring that relevant resources, programmes and services are provided and are responsive to community needs. This position works approximately 30 hours per week, which includes day, evening and weekend shifts. Flexibility is required to cover additional hours as needed.

The minimum qualifications for this position include:

- Two year college diploma in Library Techniques.
- Minimum five years of experience or equivalent in a public library setting preferably in a supervisory capacity.
- Knowledge of and ability to deliver service in accordance with the Public Libraries Act of Ontario and other legislation related to the workplace.
- Strong computer and Internet skills.
- Strong customer service, organizational and communication skills.
- Proven ability to market public library services and build relationships with all stakeholders.

This position offers a benefit package and an hourly range of: \$34.61 to \$40.47 (2018 Non-Union Compensation Grid).

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #151-18** by **Wednesday, December 12 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Branch Supervisor	Reports to: Assistant Chief Librarian
Department: Library	Positions Supervised: >5
Effective: July 2002	Revised: November 2018

BASIC FUNCTION:

This position reports to the Assistant Chief Librarian and is responsible for day to day operations of the Library Branch. Duties include, but are not limited to, promoting the branch, supervising staff, ensuring that relevant resources, programmes and services are provided and are responsive to community needs.

PRINCIPLE RESPONSIBILITIES:

Under the guidance and direction of the Assistant Chief Librarian the Branch Supervisor has the following duties and responsibilities:

- Responsible for all aspects of a smooth and efficient branch operation, from collection development and maintenance, to implementing new technologies.
- Responsible for ensuring all applicable County and Library policies and procedures are adhered to.
- Oversees the attendance management, staffing and scheduling at designated branch and deals with personnel issues as they arise with the guidance of the Assistant Chief Librarian and Human Resource Department.
- Maintain an up-to-date membership file and ensure new members are introduced to the library and services and programmes are explained.
- Promote library services to local residents and organizations.
- Ensure the library needs of area shut-ins are being met and where needed organize block loans to institutions.
- Follow over-due procedures and ensure efficient circulation of library material.
- Oversee branch programmes and ensure they are promoted and conducted according to specifications.

PROBLEM SOLVING RESPONSIBILITIES:

- Front line manager required to discuss and solve problems experienced by branch, and keeping the Assistant Chief Librarian informed.
- Monitor and report library building problems and maintenance issues.
- Deal with customers issues in an appropriate manner or refer the issue to the Assistant Chief Librarian.

CONTACTS:

Internal:

- Staff at all levels, Councillors as required

External:

- Children and parents
- Surrounding library staff, various municipalities, school boards, community groups, professional associations, and the general public

MINIMUM QUALIFICATIONS:

- Two year college diploma in Library Techniques.
- Minimum five years of experience or equivalent in a public library setting preferably in a supervisory capacity.
- Knowledge of and ability to deliver service in accordance with the Public Libraries Act of Ontario and other legislation related to the workplace.
- Strong computer and Internet skills.
- Strong customer service, organizational and communication skills
- Proven ability to market public library services and build relationships with all stakeholders.