

The team at the Pickering Public Library are collaborators and innovators. We embrace change, diversity and inclusion. We understand “the why” behind what we do, and we put library clients first.

Our hope is that when anyone visits the Pickering Public Library, whether in person or online, they don’t just walk through a door. Instead, they step into a space that offers everyone possibility. Reveals potential. And provides community for all.

Does this sound like a workplace that aligns with the contributions you want to make in your career?

The Pickering Public Library has a **full-time** opening for a **Manager, Collections & Digital Experience**.

Summary:

Under the direction of the Director of Corporate Services and Collections, this position is responsible for the areas of Collections and Digital Services at the Library with a primary focus on the day- to-day supervision and development of operational and functional leaders. The position plans for changes to the Library collections (including the Local History Collection) to ensure that they meet the needs of the community, and that the collections budget is spent in an effective way. The role oversees the selection, access, evaluation, and promotion of the Library’s digital resources. The manager is fully responsible for ensuring all Library clients and staff are provided with a full range of integrated, innovative, and efficient technology services and solutions.

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Salary: Annual salary range starting at \$97,260.80 (including comprehensive benefits package and OMERS pension plan)
Hours: 35 per week

Telework arrangement possible in accordance with the Library’s Telework Policy

The Successful Applicant:

- Will be responsible for the operation, planning, delivery, and evaluation of the Library’s Digital Services infrastructure.

- Will be responsible for overseeing the local history service including acquisition, database maintenance, curation, and related public and outreach services.
- Will develop a strategic vision for Collections and Digital Experience, that is implemented through departmental service plans and budgets.
- Will provide leadership to the Collections and digital technology staff – who are responsible for acquisition, cataloguing, selection, and processing of library materials. Including hiring, supervising, evaluating, and coaching direct reports.
- Will manage teams to build and implement impactful technology and resource solutions that respond to community needs. Includes working across departments with public service staff to produce flexible, seamless experiences for clients across service touchpoints and platforms.
- Will demonstrate problem-solving skills in a dynamic public service environment and switching between operational and strategic responsibilities.
- Will demonstrate courageous and inspiring leadership at all levels. Displaying courage to try innovative or untested methods or services.
- Will maintain an awareness of developments and emerging trends within the field as it applies to enhancement of library services.

Applicants Must Have:

- Bachelor's Degree.
- Three years of relevant leadership or management experience.
- Demonstrated knowledge of library technology and related software and hardware, related infrastructure and website management.
- Demonstrated knowledge of the acquisition, cataloguing, selection, curation, and processing of library materials as well as familiarity with Integrated Library Systems (ILS) and digital content platforms.
- Demonstrated proficiency in: Office Suite (Intermediate), Email (Advanced), Internet (Advanced), Mobile Devices and Apps (Intermediate), ILS (Intermediate), Social Media (Intermediate), Scanning, Printing (Intermediate).

We thank all applicants for their interest. Please note that only applicants selected for an interview will be contacted. Successful applicants must be prepared to undergo a satisfactory Criminal Records Check (CPIC vulnerable sector search) as a condition of employment. Please note that job offers will only be made upon successful completion of all background checks.

Qualified candidates may submit a detailed cover letter and resume on or before **January 10th, 2025** to:



Job Posting pickeringlibrary.ca

Human Resources Associate
Human Resources Department
One The Esplanade
Pickering, ON L1V 6K7

By Email: hr@pickering.ca
By Fax: 905.420.4638
Online: <https://pickeringlibrary.ca/job-opportunities/>

Alternate formats of this document are available upon request.
Please speak to Human Resources for assistance.