

## Branch Supervisor Permanent Full Time – Schomberg Branch

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*King Township Public Library (KTPL) serves a vibrant community of 26,000 residents through our multi-branch system. As part of the GTA, King residents are drawn to its rural lifestyle, village atmosphere and high quality of life. The staff and library system enjoy the strong support of the community.*

### Position Summary:

The Branch Supervisor - Schomberg is an integral member of the Branch Services team and is responsible for the oversight of the day-to-day operations of the Schomberg branch, including public service, staff training, safety and facility maintenance, with the goal of cultivating an environment that strives for customer service excellence service in a rapidly changing environment. As a constant presence in the Schomberg branch, the Branch Supervisor will offer service continuity for the community in a way that meets the strategic direction set forth by the KTPL Board. This position reports to the Manager of Administrative and Branch Services and also takes daily direction from the Branch Services Coordinator. In the course of implementing special projects, on occasion, the Branch Supervisor may report to other senior managers.

The optimal person for this position will be an enthusiastic team player, who has the ability to model customer service excellence and professionalism in all situations. They must possess excellent communication and interpersonal skills, with the ability to both model and facilitate continuous learning. They will foster effective, productive relationships with both the staff and the public, with the ability to diffuse difficult situations with positive results. They will also possess strong time-management skills, a desire to take on new initiatives and the ability to multitask. They will be aware of emerging trends, technologies and best practices in public libraries.

### Qualifications:

- Post-secondary diploma in Library and Information Technician program or related discipline
- 2 years' experience in a public library environment; supervisory experience an asset
- Experience using an Integrated Library System (Symphony Workflows an asset) and proficiency with library software and applications
- Strong customer service background and ability to train and supervise staff in service excellence
- Proof of valid Ontario Driver's License, up-to-date insurance and reliable transportation a must
- Successful candidate will be required to provide a current Vulnerable Sector Check
- Able to work flexible hours, including evenings and weekends, at ALL branches within the library system
- Fluent in English with excellent presentation, oral and written communication skills
- Minimum physical requirements: able to lift 30 pounds, bend, reach, and stretch

**Hours of Work:** 35 hours per week, including evenings and weekends

**Compensation:** Starting at \$25.77/hr + Comprehensive Benefits Package

**Application Deadline:** May 28, 2021 by 12 p.m.

**Interested applicants are invited to submit a cover letter and resume to:**

[recruitment@kinglibrary.ca](mailto:recruitment@kinglibrary.ca)

We thank all who apply but only those selected for an interview will be contacted.

*We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the King Township Public Library will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in recruitment, selection and/or assessment process, please inform the library staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.*

