



CAREER OPPORTUNITY – MANAGER, COLLECTION DEVELOPMENT

Location: King City, ON - May be required to work from any of the Library's service locations

Position Type: Permanent, Full-time

Reports To: Chief Executive Officer

Supervises: Collections Specialist (Permanent, Full-time)

Application Deadline: 12:00 PM, Friday, November 7th, 2025

ABOUT US

King Township Public Library (KTPL) serves a vibrant community of over 27,000 residents through a multi-branch system. Located in the Greater Toronto Area (GTA), King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused on making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences. KTPL enjoys strong community support, and our dedicated staff are passionate about delivering innovative, inclusive, and responsive library services and programs that reflect the needs and interests of our residents.

POSITION SUMMARY

As a key member of the KTPL Leadership Team, the Manager – Collection Development will oversee the planning, budgeting, and management of KTPL's collections across all formats. This role is instrumental in aligning collection services with the Library's strategic goals and ensuring a high-quality, relevant, and accessible collection for a community growing both in population and diversity.

The optimal person for this position will be an enthusiastic team player, who is committed to maintaining KTPL's continued rank as a top-valued service in the King community. They must possess excellent communication, interpersonal skills and demonstrate professionalism in a fast-paced environment with a passionate team in any scenario. They can develop, implement

and engage both new and existing staff in continuous learning that enables staff to operate with confidence and autonomy. They foster effective, productive relationships with all stakeholders, with the ability to diffuse difficult situations with positive results. Finally, strong time-management skills, a desire to take on new initiatives, the ability to multitask and awareness of emerging library collection trends, as well as best practices, are a must.

KEY RESPONSIBILITIES

Reporting to the Chief Executive Officer, this position is responsible for, but not limited to, the following:

- Develop and implement policies and procedures for collection services
- Lead strategic initiatives to enhance collection usage and library services
- Manage the Collection/Content Plan and associated budget
- Oversee acquisitions, evaluation, and deselection of materials in all formats and on occasion, manage material donations
- Analyze collection and circulation data for reporting and decision-making
- Collaborate with Systems & Digital Services and Branch Services on cataloguing and circulation
- Maintain awareness of emerging trends in collection development
- Manage vendor relationships and ensure effective procurement
- Act as Manager on Duty during evenings and weekends as scheduled
- Support the CEO and Board with reports, presentations, and research
- Promote collection services
- Participate in community outreach and professional organizations
- Lead recruitment, training, and development of staff

QUALIFICATIONS

The successful applicant will possess:

- Master of Library and Information Science (MLIS) from an ALA-accredited institution or equivalent
- Minimum 5 years of library experience, including 3 years in a managerial/supervisory role
- Strong knowledge of public library services and collection development
- Experience with vendor management, ARPs, and shelf-ready processes
- Proficiency in library and office software (e.g., SirsiDynix, Symphony, Enterprise), databases, and MS Teams)
- Excellent communication, leadership, and analytical skills
- Valid Ontario Driver's License and reliable transportation
- Ability to provide acceptable Vulnerable Sector Screening

WORKING CONDITIONS

- Fast-paced, automated public service environment
- Flexible schedule including evenings and weekends
- Occasional travel required
- Physical activity including standing, bending, lifting, and carrying materials

COMPENSATION

The salary for this permanent full-time position starts at \$91,400 annually (2025 rate), with a competitive benefits package. This position is eligible for Alternative Worksite Arrangements.

HOW TO APPLY

Please submit your resume and cover letter to recruitment@kinglibrary.ca by 12:00 PM (noon), Friday, November 7, 2025. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Please visit <https://www.kinglibrary.ca/current-job-opportunities> for the full job description.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to King Township Public Library's CEO 1970 King Road, King City, L7B 1K9 or (905) 833-5101.

KTPL is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, KTPL will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources 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
