



Job Posting
Branch Manager
(2 Full-time Positions)

Exciting & Diverse Role

Inspire Innovation

Key Community Partner

Halifax Public Libraries is seeking an experienced and dynamic leader for the role of Branch Manager at each of the following branch locations:

Branch Manager – Tantallon & J.D. Shatford Memorial Public Libraries.....Job Reference# HRL-16-067-01

Branch Manager – Eastern Shore & Musquodoboit Library Service.....Job Reference# HRL-16-067-02
(Includes Musquodoboit Harbour, Sheet Harbour and Musquodoboit Valley Community Library Service)

Applicants are requested to submit only one application and clearly indicate the corresponding job reference number listed above for the position(s) they are applying for.

Who We Are

The award winning Halifax Public Libraries is a leader in connecting people, enriching communities and inspiring discovery. Comprised of 14 branch libraries, we serve the 400,000 citizens of Halifax with our collection of 1 million items and a wide range of programming. Halifax Public Libraries blends the best of traditional library services with innovative programs, spaces and technologies, attracting more than 2.8 million in-person visits last year. In the fall of 2014, we opened the iconic Halifax Central Library, which now serves as a vibrant community hub to thousands of people each day.

The Opportunity

Reporting to the Director, Public Service, you will be responsible to engage your branch teams to achieve service excellence and innovation. Your strategic vision and leadership will inspire excellence on the part of staff and ensure the efficient and effective operation of library service. You will foster strong community partnerships and relationships and oversee outstanding programming. Your key focus areas will include community-led service planning and delivery, promotion of library services, partnership development, operational excellence and team coaching. As a member of Management Team, you will help set the overall direction for Library service and policy development.

The Ideal Candidate

As the ideal candidate you possess a Master’s Degree in Library and Information Studies with four (4) years of professional library experience with a minimum of one (1) year supervisory experience. You have strong communication skills, combined with demonstrated leadership ability. You have extensive experience working in diverse communities and establishing key partnerships within the community. You have an understanding of emerging issues and trends driving public library service delivery and a proven ability to apply this knowledge in innovative ways. You will also be a motivated individual who is seeking a scope of work which is varied and consultative to enable you to reach your full potential in an organization where you are valued and can truly make a difference.

Compensation & Benefits

An attractive and competitive remuneration package will be offered including a salary commensurate with qualifications and experience at the Manager 4 classification level, flex benefits, pension plan, generous vacation and leave provisions.

How to Apply

To explore these unique opportunities and advance your career, send your resume and cover letter (quoting the job reference number) by **Sunday, June 19, 2016** to:

Ms. Lee Outerbridge
Manager, Human Resources
Halifax Public Libraries
60 Alderney Drive
Dartmouth, Nova Scotia B2Y 4P8
Fax: (902) 490-5850
E-mail: careers@halifaxpubliclibraries.ca

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All appointments are conditional upon an acceptable criminal record check including a vulnerable sector search. More information and the required forms will be provided at an interview and are available at all Halifax Public Libraries branches, including our website www.halifaxpubliclibraries.ca

Halifax Public Libraries hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply and self-identify.

During the recruitment process, applicants have the right to request accommodation. Applicants invited to participate in an interview or other form of testing and who require accommodation, should discuss their needs when contacted for an interview and/or testing.

We thank you for your interest in employment with Halifax Public Libraries, however, only those candidates selected for an interview will be contacted.