



JOB POSTING - EXTERNAL

Head of Adult Services

Kamloops Main Branch

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| COMPETITION NO: | 2017-014 | |
| TERMS: | Permanent Full Time | |
| START DATE: | To be Negotiated | |
| HOURS OF WORK: | Monday | 9:00 – 17:00 |
| | Tuesday | 9:00 – 17:00 |
| | Wednesday | 9:00 – 17:00 |
| | Thursday | 13:00 – 21:00 |
| | Friday | 9:00 – 17:00 |
| | *This position will require regular Saturday shifts (rotation to be determined) and may also require Sunday shifts. | |
| APPLICATION DEADLINE: | 16:00, March 7, 2017 | |

Our Library System

The Regional District provides library services to a population of 128,000 in the Central Interior of British Columbia through 13 branch locations and a bookmobile. The Library team is provided with opportunities for professional growth in an atmosphere that encourages new initiatives. Our Library team is committed to working collegially and building partnerships within and outside the library system to provide excellent public service.

The Role

Reporting to the Head of Kamloops Main Branch, the **Head of Adult Services** is responsible for: providing a comprehensive reference and readers' advisory service for the Kamloops Library and TNRD Library System; planning, designing and delivering library programs at the Kamloops Library and for the TNRD Library System; developing library collections in assigned areas, and providing an Interlibrary Loan service for the library system. The Head of Adult Services leads a team of six to seven staff in the Adult Services and Interlibrary Loan Departments and is responsible for scheduling, supervision, and staff training in the departments.

Other responsibilities include:

- Conducting formal and informal training sessions for Kamloops Library and TNRD Library System staff
- Developing and updating procedure manuals
- Reviewing services and procedures in order to improve service
- Supervising Kamloops Library branch staff in the absence of the Head of Kamloops Main Branch
- Participating in the ongoing development and maintenance of the library's website and staff portal
- Participating in a variety of committees, inside and outside the library system
- Booking casual staff for shifts system-wide, on occasion

The Ideal Candidate will have:

- A Master's degree in library and information studies or equivalent
- 2-3 years of related library experience
- Previous supervisory experience in an unionized environment is an asset
- Experience planning programs and events
- Knowledge of reference and readers' advisory best practices

Thank you for considering the Thompson-Nicola Regional District as a place to share your talents!

*We thank all applicants for their interest however,
only those candidates under consideration will be contacted.*

- Excellent analytical and problem-solving skills
- Current knowledge of trends in public libraries, particularly in reference, readers' advisory and programming
- Demonstrated knowledge of online information databases
- Commitment to excellent public service
- Familiarity with Innovative Sierra and Encore an asset
- Computer experience in a windows based environment
- Experience working with committees and community groups
- Effective oral and written communication skills
- Excellent interpersonal and organizational abilities
- Ability to work independently and as part of a team
- Flexibility in adapting to change
- Proficiency with e-readers, tablets and smartphones
- Knowledge of the methods and practices used in operating peripheral equipment such as printers, USB drives and wireless internet connections
- Ability to work with and learn software applications independently
- Valid driver's license as occasional travel may be required

The position is subject to the provisions of the Collective Agreement with the BC Government and Service Employees' Union, local 705. This is a Grid 18 position, which pays \$32.83 to \$36.47 per hour. The TNRD requires that all successful applicants undergo a Criminal Record Check.

If you are interested in applying for this position, please email your cover letter and resume outlining qualifications and experience to humanresources@tnrd.ca by **by 16:00 on March 7, 2017, quoting Competition 2017-014**

Applications not fulfilling the criteria set out in this job posting will not be considered. Your application should clearly outline the qualifications, and/or abilities, and experience you have for this position.

MUNICIPALITIES: Ashcroft, Barriere,
Cache Creek, Chase, Clearwater,
Clinton, Kamloops, Logan Lake,
Lytton, Merritt, Sun Peaks
ELECTORAL AREAS: "A" "B" "E" "I" "J"
"L" "M" "N" "O" "P"