



TECHNICAL SERVICES MANAGER (Permanent, Full-Time)

Peace Library System (PLS) is seeking a librarian with strong leadership abilities to oversee Technical Services functions. The Technical Services Manager leads a team of eight people and is responsible for managing acquisitions, cataloguing, processing, circulation and delivery of library materials to member libraries. As part of the management team, this individual actively participates in policy development, strategic planning and coordination of PLS services.

Primary Responsibilities:

- Plan and lead Technical Services for effective and efficient service delivery
- Supervise employees, including scheduling, training, performance management and work plans
- Collaborate with TRAC members and working groups, other library systems and member library staff to continually improve customer service
- Work with the management team to implement the PLS Plan of Service, prepare the annual budget, and prepare documentation for the Board of Directors
- Liaise with Grande Prairie Public Library to coordinate regional interlibrary loan activities

Essential Qualifications and Skills:

- M.L.I.S or equivalent from an accredited library school
- Minimum of three years of library experience
- Strong management and leadership skills, including a minimum of two to five years of supervisory experience
- Excellent communication and interpersonal skills
- Superior organizational, time management and critical thinking skills
- Knowledge of cataloguing standards and procedures
- Proficiency in the use of office and integrated library system software
- Valid driver's license and and clean driver's abstract
- School library experience would be an asset.

Salary Range: Peace Library System provides a competitive salary and benefits package.

Peace Library System headquarters is located in the City of Grande Prairie, approximately 450 km northwest of Edmonton. With a population of over 60,000, Grande Prairie is an active, growing community with all services and amenities, situated in the beautiful Peace Country. Peace Library System serves a municipal population of 166,600 and a student population of 11,700 through a network of 45 public and 51 school libraries across northwestern Alberta. It is a partner with three other library systems in The Regional Automation Consortium (TRAC).

A review of applications will begin July 25, 2017. The competition will remain open until a suitable candidate has been selected. We thank all applicants but only those selected for an interview will be contacted.

Interested parties should submit a cover letter, resume, and three professional references to:

Linda Duplessis, Director
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