



Manager, Collections and Access

Aurora Public Library serves its community through innovative technology, engaged staff and evolving spaces. We offer early literacy programs, unique literary and cultural experiences, a modern Creative Studio, online learning, extensive print and digital collections, and comfortable seating for meeting, collaborating and socializing. Aurora Public Library's vibrant community spaces help residents connect to one another and to information, sparking learning and creativity.

Our single site library serves a growing community of 63,000 residents, offering daily programs (virtual and in person), expanding our reach through social media and seeing our circulation and in-library attendance gradually returning to pre-COVID rates. Our "community-led" approach reflects a social contract with our community to deliver collections and services in collaboration with the needs of our residents.

Reporting to the CEO, the Manager, Collections and Access is a key member of the management team, striving to achieve the Library's vision and fulfill its mission, guided by the Strategic Plan and annual business plan. You manage the development of library collections to appeal to the needs, preferences and diversity of all community members and ensure these items are available for optimum use. You oversee the Circulation team, focusing on excellent customer service, access to resources, and innovative library services.

As Manager, Collections and Access, you are an experienced leader who is customer-focused and positively engages staff in the pursuit of APL's service plans. You encourage and foster innovation in the workplace, successfully manage change, have excellent written and verbal communication skills, and exercise good judgment and independent decision-making.

Applicants must have the following qualifications:

- Master of Library/Information Service degree from an ALA accredited university program
- Minimum of four years professional and leadership experience relevant to the position
- Management experience in a unionized environment and proven skills in all aspects of supervision is essential
- Proven experience in maintaining an evidence-based approach to collection management including the use of analytics to guide collection growth and evolution
- Knowledge of current trends in selection, ordering, vendor services, and library automated systems
- Demonstrable understanding of public libraries and awareness of contemporary public library collections, services and programs
- Financial management skills including costing, budgeting, forecasting and monitoring expenses
- Knowledge of integrated library systems, in particular Acquisitions. Familiarity with Sirsi Dynix Symphony an asset

- Strong organization and project management skills
- Proficiency in Microsoft Office Suite, including Word and Excel
- Strong knowledge of library operations and trends in the publishing industry
- Relevant experience leading, coaching and managing a team through times of significant change

The full-time position includes a competitive benefits package and has an annual salary range of \$93,801 - \$115,122 (2022 rate). The Library will require a current Vulnerable Sector Screening from the successful applicant as a condition of employment.

Qualified candidates interested in this challenging opportunity should email in confidence a resume and cover letter by 4 p.m. on Friday, June 23, 2023 to:

Aurora Public Library, Human Resources
15145 Yonge Street Aurora, ON L4G 1M1
jobs@aurorapl.ca

The Library thanks all applicants for their interest, however, only those selected for an interview will be contacted.

The Aurora Public Library is pleased to accommodate individual needs in accordance with the *Accessibility of Ontarians with Disabilities Act, 2005* (AODA). If contacted regarding this competition, please advise the interview coordinator or email jobs@library.aurora.on.ca of accommodation measures you may require during the selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.