

Supervisor, John M. Harper Branch

John M. Harper Branch, Full-time Permanent, 35 hours/week

We are looking for an individual with well-developed communication and leadership skills step into the hustle and bustle of a busy library location as the Supervisor, John M. Harper Branch! This role will supervise the day-to-day operations at the branch. It requires flexibility, has impeccable time management skills and judgment along with the ability to adapt to changing priorities with ease.

Sound like you?

What you'll do:

Supervises the day-to-day operations of the branch location including staff communication and resolving issues with staff and customers.

In conjunction with manager, hires, trains, supervises and evaluates branch staff.

Regularly acts as person in charge (PIC) at the Eastside Branch and other locations.

Manages schedules for branch staff including changes and filling gaps.

Provides collection management support at the branch in conjunction with manager.

Provides front-line library service as required.

What we're looking for:

Exceptional ability to provide clear and concise communication. Excellent interpersonal and conflict resolution skills.

Critical thinking skills with demonstrated ability to use good judgement to manage situations and solve problems.

Excellent technology skills with the ability to instruct in the use of software applications.

Post-secondary education plus at least 3 years of supervisory experience and well-developed knowledge of library systems and processes is preferred.

Schedule: Mon, Wed, Thurs 9:00 – 5:00, Tues 1:00 – 9:00, alternating Fri and Sat 9:30 – 5:30
Schedules are subject to change.

The starting wage is \$57,493 annually (level F). Benefits package and OMERS pension provided. The ability to work at any library location is a requirement of this position.

To apply, please submit your cover letter and resume by **December 8, 2021** to jobs@wpl.ca.

The Waterloo Public Library welcomes applications from diverse backgrounds including Indigenous persons, Black persons, persons of colour, persons with disabilities, 2SLGBTQ+ persons and others that will contribute to the broadening of our ideas and experiences. For persons with disabilities, accommodations will be available upon request for any aspect of the recruitment process.