

DEPARTMENT:	Library	STATUS:	Temporary Part Time
NO. OF POSITIONS:	One	UNION:	EXEMPT
HOURS OF WORK:	Variable*	SALARY:	\$47.76 - \$57.11 per hour plus benefits

About New Westminster Public Library:

We recognize and respect that New Westminster is on the unceded and unsundered land of the Halkomelem speaking peoples. We acknowledge that colonialism has made invisible their histories and connections to the land. As a City and as a Library, we are learning and building relationships with the people whose lands we are on.

The City of New Westminster is a socially, economically and culturally diverse community of approximately 82,000 residents. As a core service, New Westminster Public Library aims to engage, strengthen and connect the community by inspiring exploration, imagination, creativity and lifelong learning. We emphasize the development and delivery of innovative programs and services that reflect our commitment to the principles of social justice, diversity, equity, and inclusion delivered through the lens of anti-racist and anti-oppressive practice. We are committed to reconciliation with First Nation and urban indigenous communities. We seek to constantly learn, evolve and adapt our practice to the changing needs of our community, seeking always to identify and remove barriers to service.

Who we are looking for:

Reporting to the Chief Librarian, the Manager of Technology Special Projects will backfill key portfolio areas for the Manager of Technology (on leave) and spearhead several technology-based projects. This role provides leadership related to public-facing technology and involves staff management, technical decision making, and helping the library plan for the future,

The Manager of Technology Special Projects will work closely with our ILS and other technology vendors and will preferably have experience working within the Horizon environment as well as its SQL back-end. The library has a close relationship with the City's IT Department, and the successful candidate will work with them on a regular basis to maintain the operation of the Library's technology, and to plan and coordinate technology projects and upgrades. This includes the Library's ILS, productivity tools, all public-facing technology offerings, and all systems integrations.

The ideal candidate has extensive managerial experience in a public library, preferably at a senior level, project management experience, sound knowledge of library technology and experience with integrated library system software (preferably Horizon) and network and systems administration.

Key responsibilities include:

- Day-to-day management of an ILS; preference will be given to candidates who have worked with Horizon and BiblioCommons.
- Overseeing the procurement and installation of automated library kiosks and hold's lockers
- Liaising with key staff from the City of New Westminster's Purchasing Department and Information Technology Services
- Liaising and communication with user groups, senior management, and stakeholders to review progress and project delivery
- Other duties as assigned

Requirements include:

- Master's Degree in Library Science from an ALA accredited library school.
- Minimum 10 years' experience in public libraries, with a combination of senior management/administration experience, overseeing library technology, and project management experience.
- Demonstrated analytical and problem-solving skills
- Experience in working as part of a collaborative team
- Excellent interpersonal and written communication skills
- Experience managing technology projects and services in a public library setting.
- Applicants must be able to pass and maintain a clear Police Information Check including Vulnerable Sector Check.

Desired Qualifications:

- Experience with materials-handling equipment and self-serve technology

Recruitment Process:

- All applications will be reviewed in early January 2025.
- Those selected for an interview will be contacted by telephone or email, for a pre-screening telephone call.
- Interview questions will be provided in advance of the interview.
- Interviews will be conducted in-person led by Chief Librarian and two other staff members
- Results of the interviews will be reviewed and the candidate will be selected for the position.
- Following successful completion of a vulnerable sector check and a signed letter of offer, the successful candidate would begin their position at a date and time to be determined.

Apply online with your resume and cover letter in one document

at www.newwestcity.ca/employment by **January 14, 2025.**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

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*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*