

Job Posting

October 6, 2025

Title: Manager of Public Services
Salary Range: \$94,130 - \$106,179
Schedule: Permanent, full-time salaried position
Work Location: System-wide

About Us

The Cobourg Public Library is located 95 km east of Toronto in a charming lakeside town rich in history, culture, and natural beauty. Our library provides inclusive access to information, resources, and lifelong learning opportunities. We are seeking a dynamic and experienced Manager of Public Services to lead our front-line services and ensure exceptional patron experiences.

Position Summary:

Reporting directly to the CEO, the Manager of Public Services oversees all aspects of public-facing library services. This role is responsible for leading staff, managing daily service operations, overseeing public service programs and initiatives, developing system-wide work schedules to ensure efficient operations, and playing a key role in the library's strategic planning.

Key Responsibilities:

- Lead and manage public services staff, including hiring, training, scheduling, and performance evaluations
- Oversee daily operations at the service desks
- Develop and implement policies and procedures to improve service delivery
- Develop and maintain the adult collections including reviewing donated materials
- Work collaboratively with Library Board Members, Library Leadership Team, and Town Municipal Staff
- Prepare, maintain, administer, and monitor assigned budgets
- Provide support to the CEO with reports, research, project management, budget forecasting, and other assigned areas
- Attend Board and Committee meetings, and other functions as required
- Act as designate for the Chief Executive Officer in their absence, as required.

Qualifications:

- A library professional with a Master's degree in Library Science or Library and Information Science from an ALA-accredited university program, combined with at least five years of progressive experience in library services, including a minimum of three years in a managerial role, preferably in a unionized environment
- Demonstrated leadership and management skills and experience in the areas of team building, flexibility, motivation, and development of staff including strong coaching and mentoring skills

- Ability to evaluate and anticipate the needs of the community to select appropriate library materials, review and assess services to determine new programs or implement changes to meet the needs of the public
- Ability to ensure accurate statistics are kept and evaluate the success of services and programs to inform decision-making
- Demonstrated working knowledge and experience utilizing technological applications including scheduling software and Microsoft Office suite of programs
- Strong proficiency with Integrated Library Systems (ILS); familiarity with SirsiDynix Horizon an asset
- Solid communication skills and ability to deal cooperatively and effectively with staff in a unionized environment as well as thorough working knowledge of labour relations principles and practices, collective agreement negotiation/administration, and employment legislation
- Able to work outside regular business hours and on weekends as required
- A satisfactory Standard Criminal Record Check (CPIC) is required prior to commencement of employment

Benefits

- Comprehensive health benefits package
Includes extended health, dental, vision, and paramedical coverage to support overall wellness and peace of mind for employees and their families.
- Annual vacation leave
Provides paid vacation time each year, increasing with length of service, to promote work-life balance and personal well-being.
- Professional development opportunities
Encourages continuous learning through workshops, conferences, training programs, and educational support to help employees grow in their roles and advance their careers.

Application Deadline

November 7, 2025

How to Apply

Qualified applicants interested in this exciting and challenging opportunity should send a resume and cover letter to the **Administration Department: admin@cobourg.library.on.ca**

Please include “Manager of Public Services Application” in the subject line.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.