



Kitchener Public Library

Manager, Program and Service Design, Information Services

May 10, 2024

Information Services

\$39.02 - \$45.26

Part-Time Contract Position – 20 hours per week – Days and 1 evening per week
(Saturdays only as required) until December 2024

Who we are

Kitchener Public Library welcomes our community to engaging spaces where people connect, ideas flourish and lives are transformed. Our values reflect who we are and what we strive for as a library.

The principles of equity, inclusion and belonging are present in all that we do. Everything from our spaces to our services is designed to value diversity, foster belonging and respect individual needs.

What we offer

- Comprehensive benefits
- Reliable pension
- Learning and development
- Innovative culture
- Paid time-off



**Comprehensive
benefits**



**Reliable
pension**



**Learning and
development**



**Innovative
culture**



**Paid
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What you will do

The Manager, Program and Service Design, Information Services (PT, Contract), works closely with the Division Manager, Information Services to research, plan, recommend, and implement programs, initiatives, and services for adults. The position holder plays a leadership role in the coordination of adult programming; evaluating and assessing Information Services' initiatives and programs; making recommendations for change or improvement as needed; and acting as the department's second-in-charge to support the smooth operation of the department and achievement of departmental goals and objectives.

In this role you will also:

- Mentor, train, and support library staff in all aspects of adult program planning, delivery, scheduling and evaluation
- Create data collection systems that capture attendance, usage, and benchmarks that evaluate progress and apply outcomes to programs
- Train, coach, and schedule staff under the general direction of Division Manager, Information Services
- Supports effective communication and collaboration across teams and departments
- Cultivate and develop partnership and outreach opportunities
- Maintain contacts with agencies, organizations, and advocacy groups to evolve library programs, practices, and services
- Identify new partners within the community to support services that are responsive to community need

What you bring

- MLS, MIS, or MLIS, or Master's in Education, Community Engagement, or other relevant field
- 3-5 years of library experience at a professional level with at least 2 years at a supervisory level
- Ability to be flexible, take initiative, and provide constructive support in response to changing needs and priorities
- Excellent leadership skills
- Excellent oral and written communication skills
- Project management experience an asset

How to apply

If you are interested in this position, please send your resume and application form to Human Resources via resumes@kpl.org by Tuesday, May 21, 2024.



Please quote **Manager, Program and Service Design, Information Services** in the subject line. To print a copy of our application form, go to kpl.org/jobs.

Accommodations are available upon request for applicants with a disability.