



September 13, 2024

### **JOB POSTING**

**Title:** Manager of Public Services  
**Salary Range:** \$73,790 - \$87,685

---

#### **The Opportunity**

Our library is seeking a dynamic and experienced Manager of Public Services to oversee the Reference and Information Services and Children's Services departments. This role requires a strategic leader with a strong background in library management, program development, and staff supervision. The successful candidate will be responsible for enhancing our library services, fostering community engagement, and ensuring effective program delivery for both adults and children.

#### **About SSMPL**

Our Library is located in beautiful Sault Ste. Marie. With a staff of approximately 50 people (full and part-time), we serve a population of over 75,000. We have two locations. Our main location is the James L. McIntyre Centennial Library. Our second location is the North Branch. Our Library has a great relationship with the municipality and many strong ties within the community.

To learn more about our library please visit our website [www.ssmpl.ca](http://www.ssmpl.ca)

#### **Why Make the Switch?**

Located in Northern Ontario, Sault Ste. Marie is on the border to Michigan, USA. Being surrounded by nature, our city offers an abundance of outdoor recreational activities and adventures. Have you ever dreamed of owning your own home but couldn't because of the housing market where you live? Sault Ste. Marie has affordable housing. Moving here could make that dream come true!

For more information about our city visit <https://saulttourism.com/>

Beside the opportunity to work with great staff, our Library offers a competitive salary and benefits package which includes a Health Care Spending account for Managers. We are also willing to provide financial assistance for relocation of the successful candidate.

So, if you are looking to advance your career or need a change in environment, this position might be right for you!

## Our Ideal Candidate

We are seeking a seasoned library professional with a Master's degree in Library Science or Library and Information Science from an ALA-accredited program, combined with at least five years of progressive experience in library services, including a minimum of three years in a managerial role. This individual is a strategic thinker with a proven track record in program development and staff supervision. They possess exceptional communication and organizational skills, a strong commitment to community engagement, and a keen ability to adapt to shifting priorities in a dynamic environment. The ideal candidate is also adept at fostering positive work relationships, ensuring effective service delivery, and championing health and safety practices. Passionate about enhancing library services and building strong partnerships, they are dedicated to advancing the Library's mission and contributing to its continued success.

Key Competencies Include:

- Continuous learning
- Collaboration/Relationship building
- Growth with a creative mindset
- Communication
- Customer service

A full job description is available upon request.

## How to Apply

Qualified applicants interested in this exciting and challenging opportunity should send a resume and cover letter to:

Matthew MacDonald, CEO,  
Sault Ste. Marie Public Library  
50 East St.  
Sault Ste. Marie, ON  
P6A 3C3  
Email: [m.macdonald@cityssm.on.ca](mailto:m.macdonald@cityssm.on.ca)

Closing Date for the first review of applications is **Friday October 4, 2024 at 4:30 p.m. We will be keeping this position vacant until an appropriate candidate is found.**

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

If you have any questions please contact Matthew MacDonald, CEO, at 705-759-5246 or email: [m.macdonald@cityssm.on.ca](mailto:m.macdonald@cityssm.on.ca)

*The Sault Ste. Marie Public Library in its ongoing efforts to prevent, identify and remove barriers for people with disabilities will provide work-related accommodation for employees with disabilities, upon request.*