

Director, Operations

Due to a pending retirement, Coquitlam Public Library is seeking a creative and analytical leader as Director, Operations. This role will be responsible for ensuring excellence in Library operations through developing collection management strategies, data analysis and implementing outcomes-based performance evaluation across all Library services. The Director, Operations will collaborate with Executive Team Members to set the standard for Library services.

Since its beginnings in 1967, Coquitlam Public Library has continued to grow and to expand its services within the community. Today, the library operates two state of the art library facilities and mobile library unit in Coquitlam, BC. The Coquitlam Public Library has built a strong reputation for commitment to the community by providing innovative services and by meeting the changing needs of a diverse society and growing community.

As part of the Executive Leadership Team, the Director, Operations is a key decision maker in the Library, working closely with the Executive Director, the Board, Library staff, and community partners in order to provide excellence in Library operations and services. The Director, Operations will participate in the development of strategic plans, implement annual project priorities and will lead information technology, collection management, technical services and grant submission activities.

The Director, Operations will provide professional services in the areas of operational analysis, digital services and collections. The Director will continually move the library forward in pursuit of strategic objectives through leading teams, committees, working groups and project initiatives. Additionally, working with municipal staff, the public and community organizations, the Director, Operations will build productive relationships that will support effective Library operations.

The ideal candidate for this opportunity will bring a master's degree from an ALA accredited library school program combined with a minimum of five years of relevant experience with increasing leadership responsibilities. This role requires a customer and people-focused leader who will be active in the areas of learning and development, employee engagement and who will bring experience managing in a labour relations environment. Strategic thinking, problem-solving, initiative and the ability to positively influence change are essential.

The Director, Operations will bring a thorough understanding of library trends and philosophies including administration, management, communications, planning and fund raising as well as a sound understanding of how a public library serves the community. Financial management skills including budget and forecasting are required.

To express your interest in this exciting opportunity, please email your resume and cover letter, in confidence, to search@wmc.bc.ca