



Manager of Library Systems and Services

Full-Time Permanent Position

Ontario Colleges Library Service (OCLS)

Job Type

Full-time (37.5 hours/week) permanent position

Our Organization

Ontario Colleges Library Service (OCLS) is a not-for-profit organization funded by the Ministry of Colleges and Universities to support Ontario's 24 publicly assisted colleges and their libraries. With OCLS's strong reputation for service excellence, the college libraries trust us to deliver services and expertise in line with our mandate to create efficiencies, achieve cost savings, and build capacity across the system.

Our reputation would not have been built, nor could it be maintained, without the skills, knowledge, and experience of the extraordinary members of the OCLS team. Be part of our close-knit, collaborative, and service-oriented team and join us in delivering quality shared services to Ontario's college library system.

To learn more about our mission, values, and services, visit the [OCLS website](#) or view our [Strategic Plan](#).

Your Opportunity

Ontario Colleges Library Service (OCLS) is seeking a collaborative, forward-thinking individual to manage the day-to-day operations of OCLS's Library Systems & Services (LSS) team. As Library Systems and Services Manager, you will use your strong leadership skills and library services background to oversee the delivery of OCLS's suite of shared library systems and metadata services for the Ontario college libraries, including the [Page 1+](#) library system platform (Alma/Primo VE), [Remote Access](#) authentication service, and the [askON](#) collaborative virtual reference service.

Reporting to the Director of Services, the LSS Manager manages OCLS's LSS team (3-4 direct reports) and collaborates with staff across the organization and within the Ontario college library system. The LSS Manager is accountable for operational planning and management, customer relations, and the development and delivery of LSS services in line with OCLS strategy.

Key Responsibilities

- Manage, evaluate, and monitor day-to-day operations of OCLS's shared systems and metadata-focused services to ensure effective service delivery.
- Lead and develop staff, creating a positive, productive work environment that encourages effective teamwork, high standards of work quality, and organizational performance.
- Manage and support relevant steering committees and working groups to ensure effective collaborative decision-making and client engagement.

- Work with colleges, vendors, colleagues, and other partners to establish and maintain standards and best practices related to systems and metadata-related service delivery.
- Lead and participate in the development of internal and external workflows, processes, and documentation, including training materials, guidelines, and standards.
- Lead and oversee internal and external communications related to LSS services.
- Participate in strategic planning and the development of departmental business plans and budget in line with organizational strategies and priorities.
- Prepare recommendations and reports, including relevant service/departmental data and metrics, capacity analysis, priority setting, and timelines for service delivery initiatives.
- Support the development and management of annual departmental budgets, providing insight and operational perspective, including for cost recovery services.
- Participate in the design, development, and delivery of future services in line with OCLS strategy and college requirements.
- Participate in and oversee research projects, including supporting working groups, managing project-related information, and facilitating the development of RFPs and contracts.
- Maintain knowledge and advise on relevant trends and issues for college library resources and services and industry trends relevant to post-secondary education and library services sectors.

What You'll Need

The qualifications listed below are highly desirable but not necessarily mandatory. You are invited to demonstrate how your skills, knowledge, and experience would best fit this position in your letter of application.

- A recognized graduate degree from a library and information sciences program or equivalent combination of related education and experience.
- Minimum of 5-7 years of related, progressive work experience in library systems management, technical services, cataloguing/metadata standards, reference services, and/or vendor and partner relations. Experience in an academic library or consortium setting is an asset.
- Demonstrated success leading and managing a team, with the ability to coordinate the delivery of services, provide direction, delegate, and evaluate work, and foster a positive, high-performance culture within the team.
- Knowledge of project management principles and methodologies, with strong organizational skills to lead and deliver projects within tight deadlines, while managing multiple priorities.
- Excellent verbal and written communication skills, including the ability to prepare and present a range of complex materials including presentations, reports, analysis, briefing materials, etc.
- Political acuity to work effectively with college committees and working groups and to recognize, respond to and/or escalate issues which may have a strategic or operational impact on OCLS.
- Excellent problem solving, analytical, statistical and data management and assessment skills.
- Fluency in French would be an asset.

What OCLS Offers

- Competitive compensation commensurate with experience; the salary range for this position is \$83,443-\$104,303 annually
- Hybrid work environment
- Learning and development opportunities
- Comprehensive health and dental benefits, including vision care, massage therapy, acupuncture, psychotherapy and more
- [CAAT Pension Plan](#)
- Commitment to work-life balance, which includes: 4 weeks of vacation per year, a summer earned days off program, and generous personal leave
- Employee and family assistance program (EFAP)

Additional Information

OCLS welcomes applications from those who would contribute to the further diversification of our staff, including, but not limited to, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity, ethnicity, or age.

OCLS is an equal opportunity employer and strives to ensure that its hiring process meets the needs of all persons with disabilities. As such, OCLS will provide reasonable accommodation for any applicant, as requested during the hiring process.

Application Deadline

Applications must be received by 5:00 pm on **April 5, 2024**. Applications are reviewed as received.

Position Start Date

April 2024

How to Apply

Interested candidates may apply by sending a letter of application, current resumé and three references in a single file named "YourName_#165" via e-mail to applications@ocls.ca. Please quote "**YourName - #165**" in the subject line.

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

This job posting is also available on our [website](#).