

NOTICE OF POSITION VACANCY AN OPENING EXISTS FOR:



POSITION: SUPERVISOR – COMPREHENSIVE AND AREA BRANCHES

LOCATION: This position will supervise the Strathroy Branch

PAY RATE: Grade 5 - \$44.86 start - \$52.48 job rate (2026 rates)
This position includes a salary and comprehensive benefits package

HOURS OF WORK: Permanent full-time position (35 hours/week), including day, evening and Saturday shifts

EDUCATION REQUIREMENTS: Minimum of a Master's degree in Library Science from an ALA accredited university; Supervisory experience preferred.

POSITION DESCRIPTION: Please refer to the Job Description together with this posting.

Your resume plus a letter indicating why you are interested in the position will be accepted by the undersigned up to:

12:00 noon on Monday, April 20th, 2026 – **via email only** to lbrock@middlesex.ca . You will receive a return email acknowledging receipt. Following this, only applicants selected for an interview will be contacted.

Lindsay Brock
Director of Library Services/CEO
Middlesex County Library Board

Middlesex County is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Accessible formats or communication supports are available upon request. Please contact Lindsay Brock, Director of Library Services, 519-245-8237 x 4022.

posted Thursday, April 9th, 2026



MIDDLESEX COUNTY POSITION DESCRIPTION

Title:	Supervisor – Comprehensive and Area Branches
Department:	Library
Reports to:	Director of Library Services/CEO
Positions Supervised:	3-5 FTE
Effective Date:	December 2021
Authorized:	Director of Library Services/CEO

POSITION SUMMARY

Directs the day to day operation of a Comprehensive Branch, as well as Area Branches (if applicable); schedules and supervises a team of Branch Assistants and Student Assistants; performs all public service library functions and ensures that policies, procedures and service philosophies of the Middlesex County Library Board are followed by staff; liaises with the municipality regarding the maintenance and custodial requirements of the Library; represents Middlesex County Library on committees at events as appropriate; and promotes the services of the library in the community.

As a constant presence in their branch(es), this position will offer service continuity for the community in a way that meets the strategic direction set forth by the Middlesex County Library Board. As a member of the Middlesex County Library professional librarian team, performs system-wide responsibilities as assigned including the delivery of system-wide services and programs.

PRINCIPAL RESPONSIBILITIES

1. Leading and empowering branch staff through supervision, coaching and training, to create a welcoming, inclusive environment for patrons of all ages.
2. Demonstrating a high standard of customer service, modeling expected behaviours and competencies, and assisting staff in the de-escalation and resolution of customer service issues, interpreting and applying library policy and procedure and, where appropriate, referring to the relevant staff contact or escalating to management.
3. Provides services and programs directly to the public.
4. Conducts performance appraisals for direct reports.
5. Schedules staff, authorizes and reports hours worked for staff as directed.
6. Maintains and accounts for petty cash, fines, and other revenues collected, submitting these to Library Administration as scheduled.
7. Liaises with the building owner, and works with Municipal contacts to resolve facility issues.
8. Participates in training sessions, workshops and meetings in order to develop and support knowledge, skills and abilities required to support library services.
9. Staying current with all Library programming, services and promotional materials (ie. frequently checking the library's website, social media accounts, etc).
10. Works collaboratively with all MCL team members to resolve issues and actively participates on teams and committees.



11. Participates in the development and execution of services and programs. Under the direction of the Director of Library Services, investigates the needs for services and makes recommendations. Participates in system-wide planning.
12. Engaging with the community, representing the Library at events (ie. fairs, markets) or venues (ie. class visits).
13. Oversees the day-to-day operations of area branches as assigned.
14. Other assignments and duties as required
15. Performs the duties required of a supervisor under the Occupational Health and Safety Act and Regulations.

CONTACTS

Internal

Director of Library Services
Public Services Coordinator
Technical Services Coordinator
Library Staff
Middlesex County ITS Staff

External

Library patrons
Municipal staff
Community groups
Volunteers

WORKING CONDITIONS

Standard work hours of 35 hours per week between Monday to Friday with the occasional Saturday requirement; Evening and/or weekend work may be required at times.

Tools and Equipment

Computer hardware and software, telephone, fax, copier, book carts, files

Physical Requirements

Keyboarding, standing and walking to provide service to patrons, shelving and filing which requires bending and stretching; occasional requirement to lift and carry up to 25lbs.

MINIMUM QUALIFICATIONS

1. Master's degree in Library Science from an ALA accredited university.
2. Wide-ranging book knowledge and interest.
3. Demonstrated supervisory and communication skills.
4. Strong customer service background and ability to train and supervise staff in service excellence
5. Demonstrated knowledge of automated library systems, appropriate computer software for job tasks, using the Internet.
6. Driver's License and access to a vehicle as required for meetings, attending workshops, etc.