



Whitby Public Library
doorway to discovery

Director, Technology and Operations

The Whitby Public Library (WPL) is seeking a motivated, committed and solution-focused leader to fill the vacancy of **Director, Technology and Operations**. This position offers the opportunity to work in an evolving and successful library system, to further develop the Library's services in a collaborative work environment.

The Director, Technology and Operations is responsible for the oversight and management of Information Technology, Collections (physical and digital), Technical Services, Borrower Services, and Facilities. They build internal and external support for WPL's mission and vision, ensuring that employees understand strategic directions and goals and that key objectives are achieved and meet community needs.

This position plays an important role in liaising and collaborating with Public Services to improve current library services and plan for future enhancements. The Director is also responsible for a significant portion of discretionary spending and allocate funds effectively while managing large budgets. They foster a team-based approach to operations across the system through strategic planning, budget management, and project leadership. Directors attend monthly Library Board meetings and act as senior advisors to the CEO.

The ideal candidate is passionate about libraries and community and will work collaboratively with internal and external customers and partners. Their strong leadership skills will motivate, mentor and coach managers and staff. They possess exceptional interpersonal and problem-solving skills, the ability to influence others, build beneficial relationships and manage change. The successful candidate will have excellent communication and organizational skills and can balance multiple projects and priorities. They must be able to work independently with minimal supervision, demonstrate initiative and flexibility.

The Director models a strong customer service ethic, focusing on assessing, anticipating, and responding to community needs within available resources. They are results-driven, with a track record of achieving strategic outcomes in a timely manner. The ideal candidate has comprehensive knowledge of library services and resources, strong attention to detail, and a commitment to continuous learning. They possess excellent technology skills and stay current with emerging trends. The Director builds relationships within Ontario's public library sector, the local community, and the municipal environment.

Compensation

- \$115,021-\$135,319
- OMERS pension plan
- Competitive benefits, including health and dental
- Permanent Exempt Full-time, 35 hours per week
- May work evenings and weekends
- Eligible for hybrid work arrangement

Education and Experience

- Undergraduate Degree or equivalent post-secondary diploma, and relevant experience.
- A Master's degree in Library and Information Science (MLIS), Master of Information (MI), or an equivalent Master's degree from a program accredited by the American Library Association (ALA) would be an asset.
- Minimum 5 years' experience, including 2 years' experience in a leadership role.
- Experience successfully overseeing strategic direction for both IT and Collections, managing IT operations and technological projects, and assuming responsibility for system-wide collections.
- Supervisory experience that demonstrates the ability to select, train, motivate, and lead teams in a collaborative work environment.

Candidates invited to the formal interview process must submit a minimum of three (3) references. By submitting references, candidates consent to reference checks, personal or background checks and personnel file information the Whitby Public Library may require. We respect applicants' confidentiality and only check references near the final stages of selection. The successful candidate must provide original proof of a Criminal Record Check. The above checks are for employment purposes only; respective parties are not liable for information given or received.

By submitting a resume, candidates declare their information true and complete. False statements may disqualify candidates from employment or cause dismissal. We thank all applicants who apply. Only those selected for an interview will be contacted.

E-mail your detailed confidential cover letter and resume to Corporate Services, indicating education and experience, no later than **Friday, July 17, 2026**, to jobs@whitbylibrary.ca

The Whitby Public Library is an equal opportunity employer. We value diversity in our workforce and are committed to attracting and retaining individuals who will work together effectively to meet the needs of the community. We are committed to providing inclusive, barrier-free recruitment selection processes and work environments.

Please advise Corporate Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview. Whitby Public Library does not use artificial intelligence in its selection process. Personal information provided is collected under the authority of The Municipal Act.