



HUMAN RESOURCES  
BURNABY PUBLIC LIBRARY  
6100 WILLINGDON AVENUE  
BURNABY BC V5H 4N5

*Burnaby Public Library invites applications for the following position.*

## **BRANCH MANAGER, BOB PRITTIE METROTOWN LIBRARY**

### **Regular Full-Time**

Burnaby Public Library is seeking a Branch Manager to lead a team of skilled and dedicated staff at the Bob Prittie Metrotown Branch to deliver exceptional library service to Burnaby's diverse community.

#### **About Burnaby Public Library**

[Burnaby Public Library](#) is located on the unceded territories of the [xʷməθkʷəy̓əm](#) (Musqueam), [Skwxwú7mesh](#) (Squamish), [selilwetat](#) (Tsleil-Waututh), and [kwikwə́łəm](#) (Kwikwetlem) Peoples. Each Nation has distinct histories and distinct traditional territories that fully or partially encompass the city of Burnaby. We encourage you to learn more about the Host Nations whose ancestors have occupied and used these lands, including parts of present-day Burnaby, for thousands of years.

Burnaby Public Library creates inclusive spaces where people can gather, learn and play. Our vision is a caring, curious and connected community.

Burnaby is the third largest city in British Columbia, with excellent rapid transit links, significant parkland, and well-equipped recreational facilities. Our 230,000 residents speak more than 120 languages, and more than half of our culturally diverse population has a mother tongue other than English.

BPL's four branches are important public spaces, meeting places and centres for discovery and dialogue, anchored by our broad and deep collections and our commitment to in-person service. BPL is changing to continue to meet the needs of our highly diverse community, with an increased emphasis on community-led approaches and connecting with people outside the library, a greater focus on digital literacy, and a commitment to upgrading and rethinking our public and staff spaces.

BPL believes that diversifying our leadership team will make our organization stronger and more reflective of the community we serve. We strongly encourage applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to apply.

BPL wants our exempt leadership team to reflect the racial diversity of the community we serve. Preference will be given to individuals who identify as Indigenous, Black or a person of colour under a [Special Program](#) approved by the Office of the BC Human Rights Commissioner.

#### **About the Position**

Reporting to the Director, Public Service, the Bob Prittie Metrotown Branch Manager is responsible for leading the work of staff in Burnaby's southwest quadrant. Located adjacent to Civic Square and within the densely populated and vibrant Metrotown city centre, the Bob Prittie Metrotown branch is BPL's largest branch, and serves a diverse population. In the past several years, the branch has seen an increase in security incidents, and has gone through several stages of renovations.

## **Key Responsibilities**

Leads and empowers staff to provide welcoming, inclusive service to patrons of all ages in southwest Burnaby.

Oversees and coordinates public service operations.

Administers facilities issues and space planning.

Coaches and supervises staff at the Bob Prittie Metrotown Branch, including five direct supervisory reports.

Works collaboratively with colleagues in BPL and in the City of Burnaby, and with community and library partners, to deliver on library strategic priorities and address community needs.

Works with the Chief Librarian and other members of the management team to develop library services; plans, delivers and evaluates services and projects; and prepares annual and long-range budgets.

Supports and motivates staff to develop, grow and stretch in an organizational culture that reflects BPL values.

Assists in developing and delivering training related to public service, occupational health and safety, and security and emergency response to all levels of staff.

Works with the library's Exempt and HR teams to oversee and support labour management issues.

## **About the Ideal Candidate**

A master's degree in librarianship.

Considerable leadership experience in libraries.

A commitment to an inclusive and community-led approach to service design and delivery.

A trusted leader with a collaborative leadership style and a track record of listening to, inspiring and empowering staff.

A visionary, strategic and critical thinker with a demonstrated ability to encourage innovation and drive transformational change.

A keen understanding of library and community trends, informed by broad connections with people inside and outside the library community.

An exceptional communicator with a straightforward style and excellent political acumen.

Experience working in diverse communities and proven relationship-building ability involving numerous stakeholders within the municipal, library, community and business sectors.

An individual who embraces empathy and brings different experiences and perspectives that will add to and challenge our leadership team.

An ability to work effectively in complex and sometimes stressful situations.

## **We Offer**

Annual starting salary of \$102,890 - \$122,850 (2024 rates).

A competitive and comprehensive benefits package.

Submit your resume and cover letter to [careers@bpl.bc.ca](mailto:careers@bpl.bc.ca) by 2025 June 22. Please quote **Competition #2025-13**.

We thank all applicants for their interest in Burnaby Public Library. We consider equivalent combinations of experience and education and encourage you to apply even if you do not have all of the qualifications we list here. Only those selected for an interview will be contacted. Please reach out to Director, Public Service, Heidi Schiller at 604-436-5432 or [heidi.schiller@bpl.bc.ca](mailto:heidi.schiller@bpl.bc.ca) if you have questions about the position or about BPL. We thank all applicants for their interest in Burnaby Public Library however only those selected for an interview will be contacted.