



We respectfully acknowledge that Burnaby Public Library is located on the unceded territories of the [xʷməθkʷəy̓əm](#) (Musqueam), [Skwxwú7mesh](#) (Squamish), [selilwətaʔ](#) (Tsleil-Waututh), and [kwikwəʔəm](#) (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 is the third largest city in British Columbia, with excellent rapid transit links, significant parkland, and well-equipped recreational facilities. Our 250,000 residents speak 120 languages, and more than half of our culturally diverse population has a mother tongue other than English.

Our four libraries 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. Burnaby Public Library 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.

Burnaby Public Library (BPL) invites applications for the following positions. Forward your application, resume and cover letter in confidence to careers@bpl.bc.ca and quote competition **2026-15**. The closing date for this posting is **Wednesday, July 29, 2026**

Position Title: LIBRARY PUBLIC SERVICE SUPERVISOR

Location: BOB PRITTIE METROTOWN BRANCH

Status: TEMPORARY FULL-TIME (expected duration to April 2028)

Position Summary:

Reporting to the Branch Manager, you will lead a team of skilled and dedicated part-time clerical staff at the Metrotown Branch to deliver exceptional library service to Burnaby's diverse community.

Duties:

- Plans, coordinates, schedules, assigns, supervises, reviews and evaluates the work of a large group of clerical subordinates; participates in the selection of same and provides training; makes recommendations relative to new or improved clerical procedures.
- Leads and empowers staff to provide welcoming, inclusive service to patrons of all ages. Supports and motivates staff to develop, grow and stretch in an organizational culture that reflects BPL values and in a rapidly changing library environment.
- Directs and participates in branch clerical operations; prepares statistics; ensures for the maintenance and repair of equipment such as computer terminals and photocopiers.
- Receives and responds to complaints concerning library clerical procedures; refers the more complex complaints to a superior.
- Prepares and maintains weekly shift schedules and daily desk schedules for all staff.
- Handles or ensures proper handling of branch cash receipts involving petty cash, cash register monies and copy machine proceeds; approves small purchases; ensures for an adequate supply of stationery and related office supplies.
- Prepares and maintains a variety of records and reports related to the work, such as those dealing with changes to clerical staff, building or furniture repairs, equipment servicing; advises a superior on improvements in these areas; as required, liaises with suppliers on matters such as furniture repairs.
- Coordinates requests for building maintenance services and facility upgrades; works with the Building Services Supervisor to monitor janitorial services.

- Participates in meetings and on committees related to the work; participates in outreach activities and planning for special events.

Qualifications:

- You have Grade 12 education including or supplemented by commercial, supervisory and/or library technician courses, plus considerable related experience or an equivalent combination of education, training and experience.
- You have considerable knowledge of office methods and procedures and of library clerical methods and procedures applicable to the work.
- You have considerable knowledge of business English, spelling and an aptitude for mathematics.
- You have sound knowledge of applicable rules and regulations governing library operations.
- You have sound knowledge of computer equipment and software used in the work.
- You are able to plan, schedule, assign, supervise, review and evaluate the work of a large sized group of library clerical subordinates.
- You are able to participate in the selection of staff and provide training.
- You can deal effectively with the public, to supply information, and to interpret and explain library rules and regulations.
- You are able to prepare and maintain a variety of records, files and documents related to the work and to make simple arithmetic calculations.
- You can perform a wide variety of clerical duties independently and to plan, initiate and oversee work schedules with minimal supervision.
- You have experience in or aptitude for supervision and leadership, including communication and conflict management, coaching and performance management, planning and coordination
- You are committed to applying principles of equity, diversity, inclusion and anti-racism to the work.
- You demonstrate connection to and knowledge of the cultural practices, languages, or histories of communities represented in the library's service area.

Salary: \$38.65 hourly

Hours:

70 hours biweekly.

Evening and weekend work will be required. The 9-day fortnight schedule for this position is listed below.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Week 1	OFF	8:00-4:45	8:00-4:45	8:00-4:45	8:00-4:45	RDO	OFF
Week 2	OFF	8:00-4:45	8:00-4:45	8:00-4:45	8:00-4:45	8:00-4:45	OFF

This is the current schedule. Schedules are subject to change to meet operational needs. All staff may be asked to work in other locations at any time.

We encourage you to apply even if you do not have all the qualifications we list here.

BPL believes that diversifying our staff will make our organization better and more reflective of the community we serve. We encourage people of all gender identities and expressions, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to apply.
