

Burnaby Public Library invites applications for the following position.

BRANCH MANAGER, BOB PRITTIE METROTOWN LIBRARY

Regular Full-Time

Burnaby Public Library (BPL) is seeking a Branch Manager to lead a talented team of caring, dedicated, and innovative staff at the Bob Prittie Metrotown Branch. This is an exciting opportunity to inspire service excellence, foster community connections, and champion responsive and inclusive library experiences that enrich the lives of Burnaby's diverse residents.

About Burnaby Public Library

[Burnaby Public Library](#) is located on the unceded territories of the [xʷməθkʷəy̓əm](#) (Musqueam), [Skwxwú7mesh](#) (Squamish), [səlilwətaʔ](#) (Tsleil-Waututh), and [kwikwəłəm](#) (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 one of British Columbia's largest and most vibrant municipalities. Last year, Burnaby Public Library welcomed over 1.5M visitors across its four branches and loaned over 3.2 million items. BPL offers inclusive spaces for people to gather, learn and play, with a vision of supporting a caring, curious and connected community.

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. ***Please indicate in your application if you qualify for the Special Program.***

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.

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 six 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 leadership 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.
- Provides oversight and strategic guidance on safety and security for the Metrotown Branch and the system.

Qualifications

- A master's degree in librarianship or an equivalent combination of education and experience.
- 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 interested parties 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 \$110,505-\$131,963, with a competitive and comprehensive benefits package.
- A 9-day fortnight work schedule (work for 9 days, have the 10th day off), with one day per week worked remotely from home.

Submit your resume and cover letter to careers@bpl.bc.ca by **2026 August 21**. Please quote **Competition #2026-17**.

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. Please reach out to Director, Public Service, Jessica Lee at 604-436-5432 or jessica.lee@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.