



## **Job Advertisement: Manager, Technology Services and Infrastructure (TSI)**

**Position Title:** Manager, TSI

**Department:** TSI

**Supervisor:** Executive Director

**Classification:** Level 6

**Location:** Remote. Ideally, the successful candidate will live within or close to the Northern Lights Library System's geographic area. This includes North and East Edmonton, Sherwood Park, Fort Saskatchewan, Morinville, Lloydminster and the many wonderful communities in the region. A map of NLLS can be found on our website: <https://nlls.ab.ca>.

**Type:** Full-Time

### **About Us:**

Northern Lights Library System (NLLS) is dedicated to providing comprehensive library services that support public programs, research, and recreation across our member libraries. We are seeking an innovative and experienced technology services librarian to join our management team.

### **Position Overview:**

Reporting to the Executive Director, the Manager of TSI is responsible for overseeing all aspects of technology services and infrastructure activities within NLLS. This role plays a pivotal part in ensuring the efficient operation of the Library Services Platform and the effective use of technology across member libraries. The Manager will be a key representative in province-wide technology activities and part of a dynamic management team.

### **Key Responsibilities:**

- **Polaris System Administration:** Oversee the smooth operation of Polaris ILS for the system in a multi-system consortia environment, maintain documentation, train staff, and represent NLLS in TRAC workgroups.
- **Member Library Support:** Conduct needs assessments, evaluate current technology, consult on technology planning, and advocate for appropriate technologies.
- **Infrastructure Management:** Manage vendor relations, collaborate with the TSI team, provide technology strategies, and ensure equipment maintenance.

- **Leadership and Supervision:** Supervise the TSI team, evaluate staff performance, mentor staff, align department goals with organizational objectives, and manage the TSI budget.
- **Community and Government Initiatives:** Seek grant funding, represent member libraries in committees, and act as a liaison with partner agencies.

### **Qualifications:**

- Master of Library and Information Studies (MLIS) or Master of Information Studies (MIS) from an ALA accredited institution, preferred. A qualified candidate with an undergraduate degree who is willing to obtain an MLIS may be considered.
- 3-5 years of experience in a library setting with management responsibilities.
- Expertise in acquiring, deploying, and maintaining complex technical solutions in a library environment.
- Exceptional communication skills to translate technical concepts for various stakeholders.
- Understanding of library services, public librarianship ethos, and principles of people management.
- Strong knowledge of privacy, copyright, and intellectual property laws.
- Valid Alberta driver's license.

### **Why Join Us:**

- Opportunity to lead and innovate within a supportive library network.
- Engage in meaningful work that directly impacts public library services.
- Collaborate with a dedicated team of professionals.
- Competitive benefits package.
- Salary range: \$80,839.38 to \$99,373.34.

### **How to Apply:**

Interested candidates are invited to submit their CV and a cover letter outlining their qualifications and experience to James MacDonald by August 15<sup>th</sup>, 2024. [jmacdonald@nlls.ab.ca](mailto:jmacdonald@nlls.ab.ca)

Northern Lights Library System is committed to employment equity and diversity in the workplace. We encourage applications from all qualified individuals, including visible minorities, indigenous people, women, and persons with disabilities.