POSTING
Associate Director
Collection Management Facility

Deadline to apply: February 28, 2022, 11:59pm
Posting number: JR0000022082

Hiring unit: McGill Library (User Services)
Work location: Valleyfield
Work schedule: 33.75 hours per week.
Salary scale: $80,550 (min) - 100,680 (mid) - 120,820 (max)
Supervisor: Head, Lending & Access Services (User services)

Position Summary:

This position is responsible for directing the operation of the Automated Storage Retrieval System (ASRS) located within the McGill Library Collection Management Facility (CMF) which will be located in Valleyfield. This includes participating in strategic planning, developing policies and procedures; managing all services provisions; holding responsibility for all human resources matters relating to staff and ensuring facilities are safe and secure and meet required regulations or standards.

The state-of-the-art ASRS facility will eventually hold 3 million volumes. Materials will be housed in environmentally controlled and secure conditions. The new high-tech facility will include spaces for conservation treatment and digitization.

Major Duties and Responsibilities:

Management:
- Responsible for the overall supervision, management and administration of the daily operations of the ASRS and CMF.
- Directs the distribution of work; monitors the quality of work; conducts staff meetings; recruits and hires staff; provides staff training; introduces new processes as required; conducts performance evaluations, maintains personnel records; manages staffing schedules. Responsible for the discipline and termination of staff. Ensures compliance with the collective agreement.
• Analyses existing workflows and outputs, initiating and implementing changes to enable the unit to work more effectively.
• Writes, develops and implements policies and procedures and oversees maintenance of manuals. Gathers information and writes reports. Analyses and reports statistical information.
• Represents unit on various committees.
• Maintains a current awareness of all aspects of library circulation systems and ASRS/CMF operating systems as well as developments and issues in library services generally.
• Undertakes special projects as required, including the development and implementation of new services and systems.

**Automated Storage and Retrieval System and Collection Management Facility**
• Responsible for the day-to-day performance of the physical equipment and supporting software. Performs troubleshooting as required. Involves IT Services, Procurement, FAMS as required to resolve operational issues.
• Manages and ensures the stocking, implementation and operation of the ASRS. Ensures that staff is properly trained in using the ASRS.
• Analyses and reports statistical information relating to ASRS or CMF operations and services on a monthly and annual basis.
• In consultation with the Associate Dean, Collections Services and other Heads as required, develops short and long-term strategic plans regarding the CMF operations.
• Consults with the Library’s Finance department on equipment maintenance.
• Consults with IT Services in the review and/or implementation of new software.

**Facilities and Security**
• Day to day management of physical resources, security, maintenance and health and safety requirements at the CMF building and of the ASRS. This requires liaising closely with FMAS and Campus Security.
• Manages work requests, work orders, quotations and purchases etc in order to facilitate the repair, maintenance or installation of physical equipment.
• Recommends changes and actions as necessary, in the development of policies related to facilities, health and safety and security. Assists in the development of short and long term strategic plans for facilities management.
• Plan and coordinate maintenance requirements and schedules including special event and cyclical maintenance. Responds to maintenance issues as required. Coordinates service shutdowns. Ensures maintenance and custodial matters are managed in accordance to ASRS standards and timelines.
• Ensures and provides for building security. Trains staff in security procedures.
The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks which may be performed.

**Education & experience required**

Bachelor’s degree and 5 years of related experience

**Other Qualifying Skills and/or Abilities:**

- University degree with a minimum of five years’ experience or an equivalent combination of education and experience.
- Knowledge of circulation, library routines, space planning and management, building trades and building systems and health & safety regulations required.
- Knowledge of University and Library policies and procedures relating to circulation, facilities management, physical plant policies and procedures, work ordering and custodial services preferred.
- Previous library work experience is desirable.
- A valid Quebec driver’s license (Class 5) is required.
- Supervisory experience required. Book-keeping/budgetary experience is desirable.
- Computer experience required (Library databases, Word, Excel).
- Ability to develop and maintain cooperative and productive working relationships.
- Ability to prioritize and work effectively under pressure to meet deadlines.
- Ability to plan and execute workflow to meet departmental requirements.
- Ability to deal effectively with a wide variety of individuals including faculty, staff and officials at all levels and at a variety of institutions.
- Effective oral and written communication, in English and in French.
- Ability to make thoughtful, informed, and thorough decisions.
- Ability to analyze problems, identify key information and issues, and effectively resolve.
- Ability to take initiative.
- Ability to exercise tact and discretion.
- Ability to exercise sound judgement in complex situations.
- Ability to effectively manage multiple tasks and priorities.
- Ability to work both independently and within a team environment.

**APPLICATION PROCEDURE**

**Internal Candidates:** Current McGill employees must apply via internal postings on Workday. These are accessed using the ‘Find Jobs’ report in Workday under the “Careers” application. Please refer to the job aid: [Applying at McGill Guide for Internal Candidates](#)
External Candidates: Applicants who are not current McGill employees must apply via external postings on Workday. Use the filters on the left-hand side to focus your search. The website will direct you to create a Workday account. Please note you must use a personal email address when creating this account. **Do not use @mail.mcgill.ca or @mcgill.ca email addresses. Applicants must use their legal name when creating an applicant account on Workday.** Please refer to the job aid: [Applying at McGill Guide for External Candidates](#)

**COMMITMENT TO EQUITY AND DIVERSITY**

At the McGill Library, we are committed to fostering an inclusive, accessible environment, where everyone feels valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of our community.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, accessibilityrequest.hr@mcgill.ca.