

2025-55e

## Director, Public Services

Full-time, permanent, non-union

Kingston Frontenac Public Library (KFPL) is a progressive, innovative, sixteen branch library system with a mission to build and support community by creating inclusive spaces, services and collections that advance literacies and invite people to innovate, learn, explore, and connect. KFPL enjoys remarkable support from the public and community groups in the City of Kingston and the County of Frontenac. It is within this context that the organization is seeking to recruit a Director, Public Services.

### The Opportunity

Reporting to the Chief Librarian/CEO, the Director, Public Services is responsible for providing leadership and management for all public service functions including branch operations, collections, and programming and outreach. In close collaboration with the Director, Facilities and Technology, the Director, Public Services ensures an exceptional and equitable customer experience, championing excellence at every point of interaction. As a member of the senior management team, this role is responsible for shaping and implementing the Library's strategic and operational plans, and ensuring that KFPL's spaces and services are meeting community needs now and into the future.

### Who We Are

The Kingston Frontenac Public Library acknowledges that our work takes place on the traditional territories of the Algonquin, Anishinaabe, Haudenosaunee and Huron-Wendat and is home to Shabot Obaadjiwan First Nation, one of ten communities that make up the Algonquins of Ontario. We acknowledge the Mohawks of the Bay of Quinte and recognize that our region is home to First Nations, Métis, and Inuit from across Turtle Island, as well as Indigenous Peoples from other areas of the world.

The Library is committed to diversity in employment opportunities and welcomes employment applicants from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal Peoples, persons with a disability, persons who identify in the 2SLGBTQIA+ community and others who reflect the diversity of Canadian society.

### About Kingston and Frontenac County

Kingston with its unique heritage and character is a major population centre of eastern

Ontario. Located on Lake Ontario it is a 2-hour drive from Ottawa and a 2.5-hour drive from Toronto and Montreal. It is home to Queen's University, St. Lawrence College and the Royal Military College. Culture and the arts abound, along with fabulous shopping, dining and outdoor recreational experiences. Kingston offers the quality of life of a smaller community with the amenities of a major centre. The County of Frontenac offers an exceptional quality of life and residents enjoy the advantages of a rural lifestyle, living, working and travelling in one of the most beautiful parts of Ontario. The County of Frontenac covers a large geographical area and KFPL has eleven branches in the County to serve residents and the many cottagers that reside in the County.

Learn more about living in Kingston here: <https://www.possiblemadehere.org/live/daily-life/> and the County of Frontenac here: <https://www.frontenacounty.ca/en/living/living.aspx>

## **The Successful Candidate**

As an ideal candidate, you possess a Master's degree in Library Science, a minimum of eight years of relevant library management experience (three of which are in a senior management role) and a solid understanding of finance, strategic planning, municipal relations, and human resource management in a unionized environment.

You are passionate about the value of a thriving library system to healthy communities and will work hard to ensure that KFPL continues to provide excellent service to the communities it serves. You are a gifted communicator, with a particular talent for building consensus and finding creative solutions to complex challenges. You have a management style that constantly seeks to actualize the potential of others. You are a coach, mentor, and leader with an ability to see the “big picture”, an ability that has been honed by experience.

Your experience managing a multi-location library system includes demonstrated success in project management and the ability to effectively prioritize projects and maximize the use of resources. You make decisions based on evidence and an instinct shaped by years of practice. You are a strategic risk-taker who drives change, balancing both the people and the process.

## **Compensation**

An attractive and competitive remuneration package will be offered including salary commensurate with qualifications and experience (\$124,505 - \$149,167), and a comprehensive benefits package.

Existing vacancy? ☒ Yes ☐ No

## Conditions of Employment

The successful candidate, to whom an employment offer has been made, shall be required to provide a current Criminal Record Check (CRC), including vulnerable sector, at their own expense.

## How to Apply:

Interested candidates may apply by email to [jobs@kfpl.ca](mailto:jobs@kfpl.ca) no later than **4:30 p.m. (ET) on Monday, October 27, 2025**. Late applications will not be considered.

Application emails should include:

- your name and the competition number in the subject line;
- an attachment or link to a single file (.pdf, .doc, or .docx format) that contains the following:
  - A cover letter and resume detailing the knowledge, skills and experiences that will facilitate your success in this role.
  - Contact information for three (3) professional references, including current and prior supervisors. Reference checks are undertaken as part of the recruitment process for candidates who successfully complete the interview stage.
  - A declaration of any familial, significant social or intimate personal relationships with KFPL employees.

Pursuant to AODA requirements, accommodations for disabilities are available to job applicants who are invited to participate in an interview and who request individual accommodation during the recruitment process.

Artificial intelligence is not used in the recruitment process.

Visit us at [www.kfpl.ca](http://www.kfpl.ca).

*Thank you for your interest in the Kingston Frontenac Public Library. We appreciate all applications received; however, only those invited for an interview will be contacted.*

*Additional correspondence regarding this job posting will be sent to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly.*