



ST. AUGUSTINE'S SEMINARY

Employment Opportunity

Position Title:	Library Director
Department:	Library
Job Type:	In-person; Full-Time (37.5 hours per week)
Supervisor:	President (or designate)
Number of Employees Supervised:	1 Modified Full-Time Staff and 2-5 Temporary/Seasonal Students
Hiring Salary Range:	\$87,000 - \$93,000 per year

Overview

Do you feel called to lead a library that supports the intellectual, spiritual, and pastoral formation of future priests and lay leaders? St. Augustine's Seminary of Toronto (the Seminary) is searching for a dynamic individual to be its next **Library Director**, which is becoming vacant due to an upcoming retirement. The Library Director provides leadership and coordination in planning, budgeting, organizing, and staffing the Seminary library.

Reporting to the Seminary President, or his designate, the incumbent provides oversight of the day-to-day functioning of the library. This role requires time management and the ability to prioritize many responsibilities, including collaboration with Seminary administration, University of Toronto Libraries (UTL), and the Toronto School of Theology (TST).

Key Responsibilities

- Participates in the strategic planning of the library, establishing priorities, as part of the Seminary's overall mission
- Manages and executes the day-to-day operations of the library including all services offered (e.g. short-term loans, inter-library loans, etc.)
- Plans and implements new library programs and introduces new technologies in order to improve library services and operations
- In consultation with library staff and academic administration, reviews and amends library policies and procedures to improve operations and services, consistent with best practices and UTL standards

- Monitors the library's physical plant, reports maintenance needs, and develops plans for necessary improvements, liaising with seminary administration & external personnel as necessary
- Liaises with faculty to ensure instructional services are available to meet student & faculty needs and that library services are promoted by faculty
- Other duties may be required to advance the goals and objectives of the Seminary

Experience and General Requirements

- Master's degree in library and information studies (MLIS), or equivalent, from an ALA-accredited program
- Graduate-level studies, including a Master's degree, in theology and philosophy are desirable
- Faith-based knowledge, understanding, and respect for Roman Catholic beliefs, organizational structures, and dynamics
- Comfort and adaptability to working with and for clergy
- A minimum of 3 years experience in academic library administration or leadership
- Experience working in a theological school library preferred
- Experience working with budgets and supervising staff preferred
- Articulate and effective communicator, both verbal and written
- Ability to maintain a broad perspective to foster and maintain effective relationships across the Seminary community including faculty, staff, students, senior administrators, and external partners
- This is an on-site position where the employee is expected to commute on working days

Benefits

- Pro-rated 3 weeks of vacation & 12 paid sick days per calendar year upon hire
- Defined Benefit pension plan after 3 months with a 1%, 2%, or 5% contribution match
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long-Term Disability and Employee Financial Assistance Program)
- Discounted lunch available on-site
- Free on-site parking

About St. Augustine's Seminary

St. Augustine's Seminary of Toronto is the Major Seminary of the Roman Catholic Archdiocese of Toronto. Its primary mission is the formation of candidates for ordained priesthood in the Catholic Church. The Seminary is also mandated to form men and women aspiring to other ministries in the Church.

The Seminary's mission is undertaken in the context of committed ecumenical engagement as a founding member of the Toronto School of Theology, affiliated with the University of Toronto.

Only those who are eligible to work in Canada without company sponsorship may apply. Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to the attention of **Dr. Josephine Lombardi, Academic Dean** at **hr@staugustines.on.ca**

Deadline for receipt of applications is **5pm on Wednesday, August 5th.**

Artificial Intelligence tools will not be used to screen applications.
We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), St. Augustine's Seminary of Toronto and the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.