GREATER VICTORIA PUBLIC LIBRARY

Internal Posting
2026-84 Branch Supervisor

Department	Library Services
Job Type	Regular Full-time
Posting Type	Internal
Work Location	Nellie McClung Branch
Hours per Week	35
Salary Range (per hour)	$43.31 – $45.12 (Pay Band 13)
Union Membership	This is a Union Position (CUPE 410)

DESCRIPTION

√ Are you innovative and flexible in a rapidly changing library environment?

√ Do you excel in fostering innovation, effective and enthusiastic team relationships among staff with diverse backgrounds and skills?

√ Are you ready to build your career as a leader?

Role
This unionized position reports to and is accountable to a Coordinator, Branch Operations and is responsible to lead and deliver branch-based operations, including providing branch-based leadership of Delivering Patron-Centred Customer Service and ensuring the consistent application of library policies and procedures.

In collaboration with Librarians, Coordinators and other library staff assist in implementing programs, services and special events to promote use of the library branch. Actively collaborates with other Branch Supervisors and participates in various committees.

Details

- Work schedule: Line 6, Tuesday to Saturday, from 9:30 AM to 5:30 PM
- Schedule is subject to change based on operational requirements.
- Evening and weekend work may be required.
- Please find a copy of the job description here.
- The successful candidate is required to provide a satisfactory police information/background check for the vulnerable sector.

How to Apply
- Find out how to apply by visiting our GVPL Careers Page.
- If you need to complete the Job Application Form, please use the link provided below:
    - Link: 2026-84 Branch Supervisor - Job Application Form

Applicants must meet the required qualifications (education and experience, skills, knowledge, and ability) as noted in the job description to be considered for a position.

It is the applicant's responsibility to clearly demonstrate on the application how their education and experience meets the qualifications as noted in the job description. The application should also include professional development taken to date.

Applicants should provide relevant work experience as noted in the job description.

Note: applicants may be required to submit verification of education.
Applicants may be asked to provide a demonstration of their skills and abilities in addition to an interview; details will be provided to applicants in advance to allow time for preparation.

Applications will be accepted until 12 p.m. Pacific Time **on Monday, November 16, 2026**. Applications received after this date and time will not be considered. Only complete applications will be accepted.

For regular staff who elect to move into a new role or schedule line, previously approved vacation may not be carried forward into the new schedule. In these instances, staff will be asked to resubmit their vacation requests once they assume their new schedule line.

We thank all applicants for their interest; only those applicants considered for interviews will be contacted.