



## Administrative Coordinator

(12 month contract, with the potential to extend to 18 months)

The Bradford West Gwillimbury Public Library is a community-focused, single branch Library serving a diverse population of 42,800. The community includes urban and rural areas with most of the population centered in Bradford, which is on the edge of the GTA and adjacent to the Holland Marsh. Easily accessible from Highways 400, 27 and 11, BWG is a growing community, reflected in the increasing demand for library services.

The Library has an opening for a full-time contract Administrative Coordinator. We are looking for a highly motivated and organized professional to report to the Chief Executive Officer. The Library is seeking an Administrative Coordinator who:

- Has strong records management/records maintenance skills
- Has a proven track record of cultivating positive stakeholder relationships
- Demonstrates an ability to work independently and as part of many teams
- Exhibits an ability to maintain and prioritize inventories, acquire quotes and reconcile accounts
- Is experienced working with governance structures
- Is experienced working with room bookings
- Is a progressive and creative problem-solver
- Demonstrates experience working with data, spreadsheets, and GL Coding
- Has a dedication to providing excellent customer service to staff, community and stakeholders
- Will support the mission, vision and values of Bradford West Gwillimbury Public Library
- Will comply with the Occupational Health and Safety Act and Regulations, and the Corporate Health & Safety Policy and related procedures.
- Promotes a culture of inclusiveness and works with a diverse population of employees and the general public.

This position is expected to start Tuesday, October 15, 2024 for 12 months, with the possibility of extension to 18 months. Shifts and hours will vary, working 35 hours per week, and may include evenings and weekends. The rate of pay is \$29.7680 per hour.

Qualifications:

- Formal academic training in a community college business/office administration program, or related discipline



- Two (2) to three (3) years of progressive experience in a public sector setting and/or administrative role
- Ability to prioritize, multi-task and work under pressure to meet deadlines and exercise discretion and judgement when handling confidential information
- Exceptional customer service and organizational skills
- Problem-solving, leadership and conflict resolution skills requiring a high level of tact, diplomacy and sensitivity
- Experience with HR practices, Financial Acumen and Records Management considered an asset
- Excellent interpersonal and communication skills to foster cooperative working relationships and maintain diplomacy and integrity

Interested candidates are invited to forward their resume and cover letter **by 4pm on Friday September 13** to:

Nina Cunniff,  
Acting Chief Executive Officer  
[careers@bradford.library.on.ca](mailto:careers@bradford.library.on.ca)

We thank all applicants for their interest; however, only those being considered for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Bradford West Gwillimbury Public Library is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as 2SLGBTQ+. The Bradford West Gwillimbury Public Library is committed to providing accommodations based on any human rights protected ground throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.