



Manager, Systems & Technical Services

Shortgrass Library System www.shortgrass.ca is looking for a full time (35 hrs/week), permanent **Manager, Systems & Technical Services** to join our innovative, collaborative and highly motivated team starting in February 2026.

The position reports to the CEO and is responsible for the provision of high quality technology and bibliographic services in the demanding environment of a regional library system.

Shortgrass Library System is one of Alberta's seven regional library systems. Covering the southeast corner of Alberta, and headquartered in the City of Medicine Hat, Shortgrass serves a population of 107,349 through a network of fourteen autonomous public libraries.

Shortgrass Library System honours and acknowledges that we are situated on Treaty 7 and Treaty 4 territory, traditional lands of the Siksika, Kainai, Piikani, Stoney-Nakoda, and Tsuut'ina as well as the Cree, Sioux, and the Saulteaux bands of the Ojibwa peoples. We also acknowledge and honour that we are on the homeland of the Métis people.

The City of Medicine Hat

Located in the scenic South Saskatchewan River Valley, Medicine Hat gets 2,512 hours of sunshine per year. This makes it one of "Canada's Sunniest Cities", and an attractive year-round playground for a wide variety of activities.

The city is rich in local history and unique attractions, from the Medicine Hat Clay Industries National Historic District, the gaslight-themed downtown with over 200 shops and services, to the state-of-the-art Esplanade Arts & Heritage Centre. Low property taxes, natural gas and electricity rates in Medicine Hat are well below the North American average. The City also offers reasonable housing costs, no provincial sales tax and some of the lowest income taxes in the country! For more information on relocating to Medicine Hat, please visit www.movetomedicinehat.ca.

Major Responsibilities

This position oversees the provision of technology services to the 14 member libraries, and performs direct technical administration of the ILS, discovery layer, website CMS, and suite of e-resources. This includes vendor negotiations for e-resources and other technology products. This role is responsible for all Bibliographic Services for the regional system and directly supervises the five-member team providing acquisitions, cataloguing, processing, and interlibrary loan services to member libraries.

As a member of the management team, the Manager, Systems and Technical Services, provides leadership for Shortgrass Library System as Acting CEO during any absences of the CEO. This requires active participation in strategic planning, policy development, coordination of services and achievement of goals as aligned with the vision, values, mandate, culture and structure of the SLS.

In the absence of the CEO, the Manager, Systems and Technical Services is responsible for the direction of the staff and other leadership decision making for SLS as necessary. The position is responsible to the CEO.

Major Responsibilities

- ❖ Cooperate with the CEO and the Board in the overall direction of Shortgrass Library System.
- ❖ Regularly evaluate and update systems and technical services provided by Shortgrass to ensure their relevance and efficiency.
- ❖ Oversee and coordinate IT and technology services, working closely with Shortgrass' IT managed services provider.
- ❖ Manage the day-to-day operations of the ILS, discovery layer, website CMS, and suite of e-resources.
- ❖ Manage budget planning and monitoring in areas of responsibility, including division of funds based on system formulas.
- ❖ Manage Bibliographic Services staff.
- ❖ Liaise with partner organizations and vendors.
- ❖ Responsible for compilation and distribution of statistical information about system activities and all member libraries.
- ❖ Recommend for hire, train, and supervise employees in areas of responsibility.
- ❖ Cooperate as a team member in performing any duties necessary for the achievement of the System's Mission and Goals.

Required Qualifications

- ❖ Master of Library Science / Master of Library and Information Science degree or equivalent from an ALA-accredited school.
- ❖ Experience administering an ILS and discovery layer.
- ❖ Strong information technology aptitude with a general understanding of networks, operating systems, and computer hardware.
- ❖ Experience with web development technologies (e.g. HTML, CSS), programming languages (e.g. Perl), or aptitude for learning/improving programming skills.
- ❖ Advanced skill level with spreadsheet software such as Excel or Google Sheets, including experience with data transformation and visualization of statistical data.
- ❖ Experience leading and managing projects.
- ❖ Working knowledge of common cataloguing tools, classification systems, descriptive cataloguing standards, and MARC format.
- ❖ Strong numeracy skills and ability to create budgets and track/control spending over time.
- ❖ Superior written and verbal communication skills.
- ❖ Superior organization and time management skills.
- ❖ Supervisory experience.

Desired qualifications/experience

- ❖ Additional training, credential, or experience in an information technology related field.
- ❖ Experience working with website content management systems such as LibGuides, or managing a CMS migration, is highly desirable.
- ❖ SirsiDynix Symphony Administration training.
- ❖ Advanced skills in creating BLUEcloud Analytics reports.
- ❖ Experience with vendor relations and negotiations.
- ❖ Lean Six Sigma training.
- ❖ Public library or public library system experience.

Salary and Benefits

The position has a salary range of \$84,597 to 104,044 plus generous benefits package including: extended health & dental benefits, health spending account, Short & Long Term Disability, Life Insurance & defined-benefit Pension Plan.

A moving allowance may be available as per Shortgrass Library System policy.

The Manager of Systems and Technical Services works from the Shortgrass office Monday to Fridays, 8:15am to 4:30pm. Flexible working hours are available.

To apply

Please submit a cover letter and resume via email to:

Petra Mauerhoff, CEO
Shortgrass Library System
Email: jobs@shortgrass.ca

The posting will remain active until the position has been filled. Review of applications will begin immediately.

Absolutely no phone calls or in person visits please. For this selection process, we will be communicating with candidates by email.

Shortgrass Library System is committed to building a skilled and diverse workforce that reflects the communities we serve.

Shortgrass Library System is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this competition, please advise the staff member reaching out of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Shortgrass Library System thanks all applicants for their interest, however, only those applicants selected for an interview will be contacted.