



HALTON HILLS PUBLIC LIBRARY

A World Within Our Doors

Career Opportunity : **Halton Hills Public Library**
Community Librarian
One (1) Full Time, Permanent position

The Halton Hills Public Library is seeking a dynamic, innovative, creative, customer-oriented team player with exceptional services skills, to work as part of the Adult Services team. The incumbent is responsible for developing, delivering, and evaluating programs, outreach and partnership opportunities with an evolving and diverse community, aimed at increasing the profile and use of the Halton Hills Public Library. The incumbent supervises the Library Technicians responsible for the delivery of outreach services. The incumbent is responsible for providing information assistance to Library patrons. The incumbent is responsible for library instruction including assisting patrons with the catalogue, new technologies, social media, online databases, providing non-fiction and fiction readers' advice, in depth information service, and inter-library loans.

This is a new position and will work out of the Georgetown and Acton branches, and will report to the Adult Services Librarian.

Qualifications

Essential

- Minimum education: Masters of Library Science or equivalent from an accredited institution.
- Equivalent of two years' experience working in a public library setting
- Ability to interact pleasantly and courteously with the public and staff, and to promote a harmonious workplace.
- Knowledge of effective reference and readers' advisory techniques.
- Extensive knowledge of adult materials.
- Exceptional programing and presentation skills
- Experience in recruiting, training, setting tasks, and supervising/coaching staff.
- Strong written and oral communication skills.
- Well-developed organizational, analytical and project management skills, including the ability to thoroughly review policies and procedures and to recommend changes as appropriate.
- Strong team leader and team builder, both within the branch and in the community.
- Demonstrated ability to manage multiple projects with minimal supervision.
- Ability to represent the library effectively in the community.
- Experience and comfort with office software, and electronic resources including an automated catalogue, licensed databases and the Internet

Desirable

- Access to reliable transportation
- Bachelor's degree in marketing, public relations, or communications is considered an asset.

Position Details

- Be responsible for the development, delivery, and evaluation of programs, outreach, and partnership opportunities with organizations, groups, agencies, businesses and other stakeholders to increase the use of library resources and services in response to the current and future needs of the community.
- Build, foster and supervise effective teams composed of Library Technicians who are responsible for delivering project-based outreach services or programs
- Recruit, train and evaluate staff
- Conduct annual employee development plans for the Adult Services staff, monitor performance and provide the necessary coaching to improve performance
- Supervise the work of designated summer students
- Identify community needs, trends and demographics, and develop and manage community-based initiatives to ensure that they meet community needs.
- Facilitate effective communication with partners to respond to the community's evolving needs.
- Research best practices for outreach and community work in public libraries.
- Coordinate the Library's outreach activities at outside events and to community organizations (e.g. local events, schools, community centres)
- Collaborate with the Adult Services Librarian 1, Youth Services Librarian, and other staff in developing community initiatives in support of library goals
- Direct and monitor the performance of Pages/Volunteers
- Seek opportunities to promote library services through presentations, membership on appropriate committees, and through participation in community events.
- Actively develop and maintain resources to support community outreach and partnership development.
- Deliver excellent customer service, which includes responding in a timely and professional manner to concerns or suggestions
- Provide in-depth information and readers' advisory services to the public in person, by telephone, and electronically
- Instruct the public and staff in the use of the catalogue and the Library's other online resources (e.g. website, databases)
- Instruct the public and staff in the use of new technologies and social media
- Maintain elements of the Library's social media presence
- Select, process and maintain designated sections of the collections as needed
- Understand and explain the Library's rules, regulations, collections and services
- Issue library cards to new patrons; input patron information into the library automation system and provide orientation to the library's services and procedures.
- Follow procedures established in the Adult Services Manual
- Assist with the development of Adult Services procedures
- Plan, design and replenish displays
- Create and distribute promotional materials
- Coordinate and conduct group visits
- Prepare lists, reports and other information as needed
- Maintain departmental files
- Serve as a member of Adult Services team and attend all departmental meetings
- Act as an In-Charge Person (ICP) as required

- Responsible for maintaining the privacy of personal information and borrowing records of patrons in accordance with privacy legislation
- May serve as a member of the Joint Health and Safety Committee
- May serve on other committees as assigned (e.g. Marketing)
- Perform other job related duties

Hours: 35 hours per week.
Includes evenings and weekends in both Acton and Georgetown branches

Salary: \$66,827 annually

Application Deadline: Friday July 28, 2017 at 5pm

Start Date: late August/early September 2017

To Apply:

Qualified candidates may submit a detailed cover letter, resume and the names and contact information of three references in confidence to the Library by 5:00 p.m., July 28, 2017.

Please identify the title of the position that you are applying for in your cover letter and in the subject line of your email.

Please apply using only **one** method of application below.

Mail:

Barb Elliott, Executive Assistant
Halton Hills Public Library
9 Church Street
Georgetown, Ontario
L7G 2A3
RE: Community Librarian

Email: barb.elliott@haltonhills.ca (preferred)

NOTE: Please indicate the title of the position that you are applying for in the subject line of the email and in your cover letter.

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Halton Hills Public Library is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Library's Administrative Assistant at 905-873-2681 Ext. 2523 of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially