



# HALTON HILLS PUBLIC LIBRARY

*A World Within Our Doors*

## **EMPLOYMENT OPPORTUNITY**

**Career Opportunity:**                    **Halton Hills Public Library**  
   **Systems Librarian – Access Services**  
   **One (1) permanent full-time position**

The Halton Hills Public Library is seeking an energetic, innovative, customer-service-oriented team player with exceptional technical skills to work as part of the Library's Access Services team. The incumbent will support staff in the day-to-day use of the Integrated Library System (ILS). The incumbent will also maintain the Electronic Resources Module of the ILS, provide back-up assistance to the Access Services Librarian regarding ILS administration, and maintain the Library's website. The incumbent will participate as part of a three-person team to provide technical support to library staff for all library-related technology and services. The incumbent will be responsible for training and supporting staff on the use of new technology.

This position will work out of the Georgetown and Acton Branches, and will report to the Access Services Librarian.

### **Position Details**

- Assist with the administration of the ILS (Ill's Sierra)
- Provide support to staff on use of ILS
- Provide assistance and guidance to other staff on new technology
- Create documentation, user-guides and other materials on the use of new technology and related services, for both staff and patrons
- Conduct training and information sessions for staff on new and existing technologies
- Work as part of a team to provide on-call technical support for all library systems
- Maintain Electronic Resources Management (ERM) module of ILS
- Collect and report upon circulation statistics for electronic collections
- Perform batch-edits and import bibliographic records into ILS
- Oversee implementation of EDIFACT ordering processes
- Create reports for collection maintenance and assist other staff in designing and running reports for their own needs
- Maintain and create content for local history, Halton newspapers, and other locally created databases
- Maintain library website
- Advise on innovative technology developments in the library technology field
- Provide input on planning for new library technology.
- Correspond with library vendors

## **Qualifications**

### ***Essential***

- Minimum education: Masters of Library Science or equivalent from an accredited institution. Coursework in technology/systems.
- Equivalent of two years' experience working in a library setting or equivalent
- Superb customer service skills
- Excellent attention to detail
- Proven technical skills working with new technologies, mobile devices, laptops, Chromebooks, eReaders, etc.
- Familiarity with HTML and CSS
- Knowledge of ILS administration (knowledge of Ill's Sierra considered an asset)
- Knowledge of library cataloguing standards
- Proven technical skills in the area of desktop software and support
- High proficiency in oral and written communication, including the ability to present technical information clearly
- Strong knowledge of new technology, and interest in maintaining knowledge by following the literature and participating in professional development activities.
- Must have valid driver's license and provide own transportation
- Must be able to work independently and as part of a team, to promote a harmonious workplace

### ***Desirable***

- Familiarity with Drupal and other content management systems
- Familiarity with Linux-based operating systems
- Familiarity with basic server support

**Hours:** 35 hours per week.  
May include hours on evenings and weekends in both Acton and Georgetown Branches

**Salary:** \$66,827.00

**Application Deadline:** May 26, 2017

**Start Date:** July 2017

**To Apply:** Please mail resume and the names and contact numbers of three references to:

Access Services Librarian  
Halton Hills Public Library  
9 Church Street  
Georgetown, ON L7G 2A3

PDF resumes may be submitted to [clare.hanman@haltonhills.ca](mailto:clare.hanman@haltonhills.ca)

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