

INTERNAL/EXTERNAL JOB POSTING

JOB TITLE/POSITION:	Community Librarian
JOB CLASSIFICATION:	Union, Level 5
JOB STATUS:	Temporary (6 months), full-time
LOCATION:	System-wide; Home Branch is Downtown
HOURS PER WEEK:	35 hours per week
SALARY:	\$37.22 - \$42.80 per hour
POSTING DATE:	May 30, 2022
CLOSING DATE:	June 13, 2022 at 5:00 p.m.

JOB SUMMARY:

Reporting to the Manager, Service Delivery, the Community Librarian provides an advanced level of service excellence, with a focus on the needs of a defined community of library users, to ensure the Library is meeting their literacy needs. The Community Librarian will work with partners to develop and provide services, programs and outreach opportunities for the prescribed library users in their portfolio.

DUTIES AND RESPONSIBILITIES:

Service Excellence

- Provides an advanced level of reference and readers' advisory assistance, technology support, and library instruction and orientation
- Promotes library services and programs within the community using in-house displays and promotions and community outreach
- Provides services related to the circulation of materials such as checking in/out and renewing material, collecting fines and explaining policies and procedures
- Trains, coaches, and directs non-librarian staff to achieve objectives
- Identify key partnerships and outreach opportunities relating to their portfolio
- Works collaboratively with Marketing staff to promote library services via social media

Programming

- Plans, organizes, implements, and evaluates community and outreach events on behalf of the library
- Plans, organizes, implements, and evaluates programming
- Develops content and delivers outreach programs to schools, local business and other organizations
- Uses outreach opportunities to engage customers in library services

Other

- Prepares research, recommendations, reports, statistics, and budget requirements for the planning, development, and control of assigned responsibilities
- Remains knowledgeable of current library trends and challenges by attending conferences and workshops and reading professional information sources
- Performs other duties as required

KEY COMPETENCIES:

- Customer Service
- Communication
- Collaborative Relationships
- Technology Skills
- Organizational Skills and Productivity
- Learning and Growth Mindset
- Ethics and Values
- Collection Development
- Collection Evaluation
- Marketing of Collections
- Analytical/Conceptual Thinking
- Entrepreneurship and Creativity
- Programming and Outreach
- Readers' Advisory
- Reference

QUALIFICATIONS:

1. Master's degree in Library Science or Library Service
2. Demonstrated familiarity with current technology trends, mobile devices and social media streams
3. Minimum six months' experience in a public library environment
4. Experience in advocacy, community engagement or public relations is an asset.
5. Ability to speak French, as well as other languages relevant to the community, is an asset
6. Valid driver's licence and access to a vehicle is required
7. A Police Record Check including Vulnerable Sector Screening is required and is a condition of employment

8. Experience and interest in working with vulnerable populations and those living complex needs, such as mental illness, addiction or experiencing homelessness

OTHER

- This is a system-wide shift position that may be assigned at any Barrie Public Library location
- Hours of work will include evenings and weekends
- Must be able to withstand the physical demands of the job
- Must have the ability to accurately perform detailed work in an environment where interruptions are constant.
- All employees must work in compliance with the *Occupational Health and Safety Act*, the *Accessibility for Ontarians with Disabilities Act*, and municipal, provincial and federal privacy legislation
- Applicants may be asked to provide proof of education status, licenses, certification upon the Library's request.
- Barrie Public Library is committed to providing an inclusive, barrier-free environment for job applicants. As an organization, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act (2005)*. If invited to participate in an interview, please advise us of accommodation measures you may require during our recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.
- Personal information is collected under the authority of the Public Libraries Act, R. S. O. 1990, Chap. P.44, section 23, subsection 4 and will be used to determine eligibility for employment.

Those wishing to apply should submit a cover letter and current resume as one PDF document to:

Jane Little

Email: jobs@barrielibrary.ca

We thank everyone for their interest, but only candidates selected for interviews will be contacted.