

JOB OPPORTUNITY

Title: Electronic Services Librarian
Classification: Librarian I (1 year term)
Salary: \$35,012 per annum (step 1 on a 5-step scale)

The Colchester-East Hants Public Library in Nova Scotia invites applications for the position of Electronic Services Librarian. This is a full-time (35 hours per week), one-year term position (available October 2007), with the possibility of extension, pending funding. Recent graduates are encouraged to apply.

The successful applicant will be joining a dedicated and dynamic team of 49 (35 f.t.e.), serving a population of over 74,000 in four municipalities, through five branches and a variety of outreach services. The main branch and headquarters are in Truro, whose central location gives access to a town or rural lifestyle; Halifax, Atlantic Canada's largest city, is only an hour's drive away.

Job Summary

Under the direction of the Library Director and working as a member of the management team, redesigns, updates, and maintains the library's website, monitors and facilitates enhancements for the online public access catalogue, explores the potential application of e-communities, works limited public service shifts to maintain customer contact, and participates in library promotion and programming.

Major Responsibilities

Works with staff on an ongoing basis to evaluate and maintain a customer friendly website that successfully promotes services and provides easy access to informative, reliable content and links

Posts new content in a timely manner and moves dated content to archival files

Teaches staff how to upload and manage content on selected pages

Monitors trends and seeks innovative ways to integrate technologies into service delivery and staff communication

Explores options and recommends and implements improvements to the online catalogue in cooperation with the management team and provincial library staff

Reviews, evaluates, and recommends subscriptions to online sources for the virtual reference collection

Is a member of the library's public relations committee, which develops marketing plans to promote library products and services

Represents the library on local, regional, and provincial committees, relating to web and electronic services; works with colleagues to develop community partnerships to advance library services in the region

Works in the Truro branch on the adult information desk at least one weekday shift a week and is part of the Saturday rotation; weekend shifts may involve helping out on the circulation desk; occasional evening shifts may be required

Participates in problem-solving, decision-making, long- and short-range planning, personnel selection, training and supervision, and budget preparation and monitoring as a member of the library's management team

Maintains accurate statistical and financial data as required and provides timely reports to the Library Director

Carries out special projects and performs other related tasks as requested

Education, Experience, and Abilities Required

Master's degree from an accredited library school

Broad and in-depth knowledge of current and emerging technology and information resources

Strong client service orientation

Superior interpersonal, organizational, communication, and teamwork skills, including the ability to communicate effectively, tactfully, patiently and courteously with both technical and non-technical staff, students, and the general public

Ability to adapt to changing priorities and working in a non-traditional environment

Ability to organize/prioritize a multi-task workload and to seek appropriate advice or take appropriate initiative

Valid driver's licence and willingness to drive the library's vehicles

Application Process

Please direct résumé with cover letter to:

Janet D. Pelley
Library Director
Colchester-East Hants Public Library
754 Prince Street
Truro, NS B2N 1G9

Fax: (902) 895-7149

E-mail: jpelley@nstc.library.ns.ca; please include "Application for Electronic Services Librarian" in the Subject line.

Deadline for receipt of application is September 7, 2007.

We thank all who apply, but only those selected for an interview will be contacted. To learn more about the Colchester-East Hants Public Library, visit our website at www.lovelibrary.ca