

Job Posting

Term Full-Time Librarian 2 Youth Services Term position up to November 12, 2011

Halifax Public Libraries invites **INTERNAL** and **EXTERNAL** applications for a term full-time Youth Services Librarian 2 position. This position is located at the **Sackville Public Library, 636 Sackville Drive, Sackville, NS**. This position is expected to last up to November 12, 2011, unless the incumbent returns to the position earlier than expected.

Major Responsibilities:

The **Youth Services Librarian** plays a key support role to the Branch Manager.

- Under the direction of the Branch Manager, this position carries out professional duties associated with information services, collection development and programming to ensure the highest quality service delivery for preschool, school age and teen users at the Sackville Public Library.
- Recognizes and supports the needs of users from a wide variety of cultural, economic, social and educational backgrounds with a particular emphasis on marginalized youth.
- Works with youth and supporting adults in the local community to identify needs, determine priorities and ensure that library services address the needs of young people and their families.
- Assists the Branch Manager in reviewing branch operations and developing branch service priorities that respond to priorities identified by the community, and align with regional plans.
- Develops and supports community partnerships with youth, youth-serving organizations and individuals as appropriate.
- Supervises staff assigned to youth programming.
- Develops and maintains branch youth collections, consulting with library committees and community members to identify needs.
- Assists with planning and implementing staff training and development programs.
- Acts in the absence of the Branch Manager.
- In cooperation with the Branch Manager, selects, trains and evaluates staff as appropriate.
- Participates in Regional Committees as appropriate.
- Operates within designated budgets.
- Assists with development and implementation of marketing plans (eg. writes Guide copy, speaks to groups, liaises with media and community groups).

Application Requirements:

Education:

MLIS degree from an accredited library school plus one year library experience including supervisory experience.

(Please state whether the application requirement is met in your resume and/or cover letter.)

Competencies:

- **Problem Solving and Decision Making** - Recognizes patterns, uses analytical skills to draw logical conclusions, and makes recommendations for action. Uses a successful and appropriate approach to issues and solving problems. Uses sound judgment in making decisions, despite obstacles or resistance. Recognizes when to seek guidance.
- **Communication Skills** - Listens effectively, transmits information accurately and clearly, in both written and verbal form. Solicits and provides feedback.
- **Creativity / Innovation** - Looks for appropriate opportunities to generate and to apply new and evolving ideas, methods, designs, and technologies. Shows initiative, energy, and enthusiasm.
- **Knowledge of Work** - Pursues and demonstrates expertise. Acquires broad, in-depth, and up-to-date knowledge of the trends and developments in relevant fields.
- **Technological Competence** - Pursues and demonstrates expertise in technology and can apply it as required. Understands the critical and evolving role of technology.
- **Adaptability** - Responds effectively to changes in direction and priorities (both long-term and short-term), and accepts new challenges and responsibilities.
- **Interpersonal / Group Skills** - Builds strong work relationships; is sensitive to how individuals and organizational units function and interact. Respects the dignity and ability of co-workers. Works cooperatively with colleagues both inside and outside formal organizational units. Participates in and contributes to group efforts, supports consensus building efforts. Works effectively with external partners.
- **Leadership** - Ensures achievement of strategic objectives. Establishes and demonstrates high performance standards. Earns trust and respect. Respects and trusts others. Shows integrity. Motivates by coaching, empowering and recognizing the work of others.
- **Organizational Understanding and Global Thinking** - Shows a commitment to the HRL mission. Demonstrates an understanding of the organization, its services and the materials it provides. Understands and accepts his/her role in accomplishing branch or department priorities and the HRL Strategic Plan.
- **Accountability / Dependability** - Accepts responsibility for actions and results. Accomplishes goals, completes tasks and meets deadlines, or gives reasonable notice and explanation. Is productive, while maintaining accuracy and quality.
- **Planning and Organizational Skills** - Identifies and analyzes data. Sets appropriate priorities and objectives, devises effective methods and allocates resources accordingly. Anticipates internal and external changes, trends and influences.
- **Resource Management** - Manages resources, including his or her own time, in a manner consistent with organizational and departmental objectives. Demonstrates a consistent focus on delivering services in a cost effective manner.
- **Service Attitude** - Understands and meets the needs of customers. Addresses their interests and concerns. Is friendly, polite and approachable.
- **Respect for Diversity** - Respects the diverse opinions and beliefs of library customers and co-workers. Appreciates the need to respond to, and reflect, the various communities we serve. Implements the appropriate measures to respond to, and reflect, the communities served.

This is a unionized position.

Hours of Work: 70 hours biweekly

Week One:

Monday 9 am - 5 pm
Tuesday 1 pm - 9 pm
Wednesday 9 am - 5 pm
Thursday 9 am - 5 pm
Friday 9 am - 5 pm

Week Two:

Tuesday 1 pm - 9 pm
Wednesday 9 am - 5 pm
Thursday 9 am - 5 pm
Friday 9 am - 5 pm
Saturday 9 am - 5 pm

Hourly Rate of Pay: \$25.43 - \$29.18 (5 steps)
(based on annual salary \$46,455.59 - \$53,309.92)

**Applications must be received in the
Human Resources Office no later than:
Previous applicants need not apply**

Saturday, May 14, 2011 - 4 pm

**Cover letters (quoting competition No.)
and resumes should be addressed to:**

**Ms. Lee Outerbridge, Manager, Human Resources
Halifax Public Libraries, 60 Alderney Drive,
Dartmouth, NS B2Y 4P8 FAX: (902) 490-5850
E-Mail: careers@halifaxpubliclibraries.ca**

Note: All appointments will be conditional on an acceptable criminal records check report. More information and the required forms will be provided at an interview and are available at all Halifax Public Libraries branches, including our e-branch (www.halifaxpubliclibraries.ca).

Halifax Public Libraries hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply.

We thank you for your interest in employment with Halifax Public Libraries, however, only those candidates selected for an interview will be contacted.

Please quote: Competition #HRL-11-28

May 4, 2011