



JOB OPPORTUNITY

Title: Public Services Librarian
Classification: Librarian II
Salary: \$45,127 per annum (step 1 on a 5-step scale)

The Colchester-East Hants Public Library in Nova Scotia invites applications for the position of Public Services Librarian. This is a full-time (35 hours per week), ongoing position.

The successful applicant will be joining a dedicated and dynamic team of 56 (36 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

Working primarily in the region's main branch in Truro, under the direction of the Library Director and the Administrator of Adult and Outreach Services, plays a key leadership role in providing public services, with an emphasis on Adult Services.

Major Responsibilities

Develops, maintains, and delivers reference and reader's advisory services; includes staff training and supervision

Works with Adult Services and Youth Services Assistants to coordinate the day-to-day operations of the Truro branch's public services

Works with Adult Services staff to develop and deliver Truro branch adult programming

Supervises the request and interlibrary loan services for the region

Participates in system-wide collection development in assigned area(s)

Works regular shifts, including one evening a week, in the Truro branch; is also part of the Saturday rotation

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

Is a member of the library's public relations committee, which develops marketing plans to promote library products and services; writes a monthly column for a local weekly newspaper

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

Attends selected meetings of the Colchester-East Hants Public Library Board and acts as a resource person pertaining to adult public services.

Operates within designated budgets and maintains accurate statistical and financial data as required and provides timely reports

Keeps informed of library trends by reading, conference attendance, and communication with others in the library community

Carries out special projects and performs other related tasks as needed

Education, Experience, and Abilities Required

Master's degree from an accredited library school

One year's experience in a professional librarian position (preferably in a public library) with supervisory experience

Broad, in-depth, and up-to-date knowledge of public library service issues and trends and 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 people from a wide variety of cultural, social, and educational backgrounds

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

Ability to organize/prioritize a multi-task workload and to recognize when to take the initiative and when to seek advice

Ability to work evening and Saturday shifts

Ability to carry, push, and pull heavy loads

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@cehpubliclibrary.ca; please include "Application for Public Services Librarian" in the Subject line.

Deadline for receipt of application is June 15, 2012 (5 p.m. AT)

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.lovemylibrary.ca

In accordance with Canadian immigration requirements, this posting is directed to Canadian citizens and permanent residents of Canada.