

Job Posting

Community Librarian (Librarian 1)

70 Hours Biweekly

(Term: August 2013 up to March 31, 2014)

Halifax Public Libraries invites **INTERNAL and EXTERNAL** applications for the full-time, TERM position of Librarian 1 (Community Librarian) working with the Community Engagement team.

This is a unique opportunity for an enthusiastic professional who is passionate about service development, assessment, and community engagement. Based out of the Alderney Gate Public Library, this position will spend a significant amount of time in working in and with rural communities, including the Musquodoboit Valley.

Position Summary:

Under the direction of the Community-Led Service Manager, this position will collaborate with organizations and individuals to pilot and assess new and innovative methods of rural library service delivery that reflect community needs and make recommendations for future service sustainability.

Key Responsibilities:

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- In consultation with the Manager, initiates community-led library service through relationships with community partners and contacts.
- Pilots services to rural areas through planning, developing, implementing, supervising and evaluating library services and programs in targeted communities that are geographically isolated from library branches.
- Identifies trends impacting services and recommends appropriate responses
- Assists with development and implementation of promotions (e.g., writes Library Guide copy, speaks to groups, liaises with media and community groups, develops web content)
- Provides information and readers' advisory services, using online sources, in response to customer needs
- Assists customers in the use of the catalogue, Internet, electronic sources and computer software; troubleshoots computers and related equipment
- May plan, deliver and/or performs as well as evaluate programs in the community.
- Resolves customer complaints and problems and may make exceptions to established policies and procedures; refers major or unresolved issues
- Ensures effective administration of library policies
- Serves on internal committees, task forces and review teams as required and may also be asked to serve on external committees as a representative of Halifax Public Libraries
- May assist with planning and implementation of regional staff training and development.
- May provide regional support in areas of expertise (e.g. rural services)
- Compiles statistics and prepares and writes reports

Application Requirements:

Education:

- MLIS degree from an ALA-accredited school

Specific Knowledge & Technical Experience

- Access to regular and reliable transportation for travel throughout HRM required
- Knowledge of Internet, Windows and office software applications required
- Group facilitation/consultation skills required
- Public speaking and presentation skills required
- Specialized knowledge of specific user groups an asset
- Knowledge of groups, organizations and services within the library catchment an asset
- Knowledge of current technology trends an asset
- Knowledge of adult and/or young adult and children's literature an asset
- Knowledge of information and readers' services work an asset
- Experience in program planning and delivery an asset
- Mathematical and statistical skills an asset
- Familiarity with integrated library system an asset

(Please state whether the above application requirements are 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 co-operatively 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. Preference will be given to internal NSUPE Local 14 employees.

Hours of Work: 70 hours bi-weekly

While subject to change in accordance with the collective agreement, the normal hours of work will be:

Monday through Friday 9-5.

Please note that due to operational requirements this position may be required to work some evenings and weekends also.

Hourly Rate of Pay: \$24.25 - \$27.83
\$44,320.47- \$50,859.55

Applications must be received in the Human Resources Office no later than: Friday, July 26, 2013 @ 4pm

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

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

Note: All appointments will be conditional on an acceptable criminal records check including a vulnerable sector search. 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.