

Position Title: Elmsdale Branch Librarian
Classification: Librarian I - (28.51 hours/week, ongoing)
Rate of Pay: \$21.96/hour (step 1 on 5-step scale)

Job summary

Under the general direction of the Administrator, Adult and Outreach Services, the Elmsdale Branch Librarian provides library service to users of the Elmsdale library by assisting people using the branch and the wider services of the regional system; manages day-to-day branch operations, including supervision and scheduling of staff.; assists with collections development and other regional duties as required. The Elmsdale Library is the second largest in the Colchester - East Hants library system and serves a growing community in the Municipality of East Hants. .

Hours: Tuesdays: 12noon - 3:30pm and 5pm - 8:30pm, Wednesdays : 9:30am - 12noon, 1pm - 5:30pm (one Wednesday off each month), Thursdays: 9:30am - 12noon, 1pm - 6pm, Fridays: 9:30am - 1pm and every second Saturday 9:30am - 3:30pm. An additional 2hours/week for management duties (tours, collections development, etc).

Duties/Tasks

- Supervises branch staff, including scheduling and assigning tasks
- Regularly works on the circulation desk and answers reference questions
- Liaises with the East Hants Municipal Office, in consultation with the Administrator of Adult and Outreach Services, on matters relating to facility maintenance, janitorial and security needs; deals with emergency cleanups until professional staff arrives
- Oversees the development and delivery of library programs for all ages
- Keeps records of branch operation, i.e. circulation statistics, quarterly reports, etc, submitting them to HQ as required
- Assists the Administrator of Adult and Outreach Services with collections development for the regional library system, and is directly responsible for the branch collection, including weeding and evaluating donations given to the branch
- Assists patrons using the library computers and wireless networks
- Monitors and troubleshoots problems with the computer system, reporting issues to the Systems Administrator; enforces internet use policies and procedures
- Prepares displays and other promotional projects
- Represents the branch at community activities as required
- Performs other related tasks as required

Education, Experience, and Abilities Required

- A Master of Library and Information Studies degree from an accredited university program
- Solid technical skills and the willingness to learn new technologies such as 3D printing, Arduino
- A willingness to experiment with a variety of library programming, from book clubs to crafting
- Strong client service orientation
- Superior interpersonal, organizational, communication, and teamwork skills, including the ability to communicate effectively, tactfully, patiently, courteously, and discreetly with people from a wide variety of cultural, social, and educational backgrounds
- Ability and willingness to work with children and teens.
- Ability to adapt to changing needs of clientele and procedures, including the ability to adjust programs to suit the audience
- Knowledge of the community an asset
- Ability to carry, push and pull heavy loads
- Ability to work evening and weekend shifts on a regular rotation
- Valid driver's licence; ability and willingness to drive own vehicle (kilometrage paid) to regional headquarters in Truro when required

Application Process

Please submit résumé with cover letter to: Lesley Brann, Administrator, Adult and Outreach Services
Colchester-East Hants Public Library
754 Prince Street
Truro, NS B2N 1G9

Email: asjob@cehpubliclibrary.ca
Fax: 902-895-7149

Application deadline: March 14th at 4 p.m. Atlantic Time

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.