

**JOB POSTING**  
**Community Librarian**  
**70 Hours Biweekly**

**Halifax Public Libraries** invites **INTERNAL** and **EXTERNAL** applications for the full-time position of Community Librarian – Eastern Shore / Musquodoboit Valley based at the **Musquodoboit Harbour Public Library**, 7900 #7 Highway, Musquodoboit Harbour. The Community Librarian will also support the Sheet Harbour Public Library and library service in the Musquodoboit Valley on a weekly basis. Please note that public transportation is not available in these communities.

**WHO WE ARE**

The award winning Halifax Public Libraries is a leader in connecting people, enriching communities and inspiring discovery. Comprised of 14 branch libraries, we serve the 400,000 citizens of Halifax with our collection of 1 million items and a wide range of programming. Halifax Public Libraries blends the best of traditional library services with innovative programs, spaces and technologies, attracting more than 2.8 million in-person visits last year. In the fall of 2014, we opened the iconic Halifax Central Library, which now serves as a vibrant community hub to thousands of people each day. Since its opening, Central Library has been a source of local pride and international attention.

**POSITION SUMMARY**

Under the direction of the Manager, the Community Librarian works in both the Musquodoboit Harbour and Sheet Harbour branches, and supports library services in the Musquodoboit Valley. This position is responsible for the delivery and promotion of Information and Readers' Services, electronic resources and public technology, collections, programs for all ages, and works with branch teams to deliver outstanding customer service. The Community Librarian provides input into the planning, development, organization and direction of library services and participates on regional teams.

**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.*

- ▶ Assists with planning, developing, implementing, supervising and evaluating library services
- ▶ In consultation with the Manager, initiates and maintains relationships with community partners and contacts; plans and participates in community engagement activities
- ▶ Identifies trends impacting rural services and recommends appropriate responses
- ▶ Interviews, selects, trains, supervises and carries out performance management for designated staff and volunteers
- ▶ Plans, delivers, hosts and/or performs as well as evaluates programs for all ages in the community. Delivers programs outside the branches. Children's programming is largely performance based and may include puppetry, music and storytelling.
- ▶ Assists with development and implementation of promotions (e.g., writes promotional 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
- ▶ Ensures customer service standards are maintained
- ▶ Explains library policies to customers as required, addresses complaints, resolves conflicts, refers as appropriate and prepares Incident Reports
- ▶ Manages resources and reports issues and deficiencies to the appropriate manager
- ▶ 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
- ▶ Responsible for the operation of the branch/department in the absence of the Manager.

## QUALIFICATIONS

### Education & Experience:

Masters degree in Library Studies from an ALA accredited school plus one year library experience including supervisory experience

### Specific Knowledge & Technical Experience:

- ▶ Access to regular and reliable transportation required
- ▶ Knowledge of Internet, Windows and office software applications required
- ▶ Knowledge of adult, young adult, and children's literature required
- ▶ Specialized knowledge of specific user groups (rural communities) an asset
- ▶ Knowledge of groups, organizations and services within the library catchment an asset
- ▶ Knowledge of current technology trends and asset
- ▶ Knowledge of information and readers' services an asset
- ▶ Experience in program planning and delivery an asset
- ▶ Mathematical and statistical skills an asset
- ▶ Familiarity with integrated library system an asset
- ▶ Public speaking and presentation skills an asset
- ▶ Ability to provide services and programs in a language other than English an asset

## 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.***

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

**Hours:** 70 Hours Biweekly, Full-time

**Schedule:** Week 1: Mon 9-5, Tues 9-5, Wed 9-5, Thurs 9-5, Fri 9-5, Sat 9-5  
Week 2: Tues 9-5, Wed 12-8, Thurs 9-5, Fri 9-5

**Annual Salary:** \$52,183 - \$59,883 (Classification 9)

**Applications must be received in the Human Resources Office no later than:** Saturday, July 23, 2016 at 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](mailto:careers@halifaxpubliclibraries.ca)

All appointments are conditional upon an acceptable criminal record 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 website [www.halifaxpubliclibraries.ca](http://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 and self-identify.***

During the recruitment process, applicants have the right to request accommodation. Applicants invited to participate in an interview or other form of testing and who require accommodation, should discuss their needs when contacted for an interview and/or testing.

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