

**CITY OF CHARLOTTETOWN
LIBRARIAN**

- POSITION:** Librarian (1 Year Maternity Leave)
- RESPONSIBLE TO:** Regional Librarian, Confederation Centre Library
- NATURE OF WORK:** This is a responsible position providing services for children and their families in the Confederation Centre Public Library Children's Library.

Note: This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ILLUSTRATIVE EXAMPLES OF WORK:

- Develops and implements children's programs to encourage literacy and learning
- Prepares and presents library programs for children and families including infants, toddlers, preschool, school age.
- As the library's representative, presents library programs to schools and community groups
- Develops and implements annual summer reading program to 500 children each summer including training and supervising summer student assistant.
- Co-ordinates daily operation of Children's Library
- Trains and directs staff working in Children's Library
- Provides guidance to staff when questions arise regarding the application and interpretation of library policy and procedures
- Using standard procedures, on a regular schedule, prepares the children's library for opening and closing.
- Devises and implements solutions for equipment problems
- Provides directional guidance

- Provides information and instruction on library services, programs & policies
- Performs telephone renewals and computer bookings, assists users in the use of library equipment, and processes patron registrations
- Participates in inventory control of library materials including check-in and out, shelving, shelf reading, holds and transit processing, retrieves material from storage and other non-public locations
- Recommends materials according to the reading interests and needs of the public.
- Answers informational questions from patrons in the library and over the telephone.
- Maintains a current knowledge of the collection
- In conjunction with the Regional Librarian promotes the services of the Children's Library including planning events to promote the library and literacy and using the media to advertise these events; speaking to community groups about our library service; and visiting or hosting community or school groups, kindergartens, daycares, and other groups for author readings, story times, etc.
- Participates in library committees and working groups
- Perform other related duties, responsibilities and functions as may be assigned.

REQUIRED COMPETENCIES:

- Related University degree
- Recent public library experience
- Background & familiarity with children's literature including performance skills
- Excellent problem-solving, computer and interpersonal skills
- Ability to multi-task
- Demonstrated equivalencies may be considered

SALARY ASSIGNED: As per Collective Agreement (CUPE Local 501)

How to apply: A cover letter, resumé and professional references, may be emailed or delivered in a sealed envelope clearly marked “**Librarian**” and submitted by 12:00 Noon, AST, Friday, August 31st, 2018 to:

**Human Resources Department
City of Charlottetown
PO Box 98 (199 Queen Street)
Charlottetown PE C1A 7K2
hr@charlottetown.ca**