



Librarian 1 – Public Services

Job Purpose

This position has responsibilities in the provision of reference and information services, library instruction, collection development, library promotion/programming, and library administration.

Duties and Responsibilities

Reference and library instruction

- Provides value-added reference and information services, at the information desk, electronically, and via Book a Librarian
- Trains library users and staff in the use of information resources, including the library's databases and downloadable eResources
- Troubleshoots technology, including library equipment and patron devices, and provides support to public computer users with printing, downloading etc.
- Performs readers' advisory, both in person, and through the creation of book lists, displays, etc.
- Supports the circulation desk by registering new members and assisting with circulation, as necessary

Collection development

- Maintains the library's non-fiction, reference, and local history collections, including the Squamish Digital History Collection
- Works with local groups and organizations to develop library collections that reflect our community's heritage, interests and information needs
- Troubleshoots problems with the library's catalogue and other online resources, and communicates solutions or workarounds to staff as necessary

Library promotion/programming

- Plans and facilitates public programming, including technology training, local history talks, and other select initiatives, as approved by the Director and in conjunction with library programming staff
- Participates in associations such as the Squamish Chamber of Commerce and the Heritage Groups Meet-up, and other partnership organizations, as assigned

Administration

- Develops surveys and evaluation tools, and analyzes and reports data to measure the library's progress towards its strategic goals; assists in reporting the library's monthly and annual usage statistics
- Attends monthly library board meetings and takes minutes
- In conjunction with the Director, develops staff recognition and team-building initiatives
- Supports the Director in strategic planning and miscellaneous projects
- May be assigned to act in the Director's absence, or to attend meetings on her behalf
- Assumes "in-charge" duties as required
- Other related duties may be assigned in keeping with the general nature of the position



Education, Training and Experience

- MLS/MLIS degree from an accredited library school
- Minimum of two years of library experience, Adult Services preferred
- Recent reference or information services experience
- Proven supervisory experience preferred

Knowledge, Skills and Abilities

- Excellent customer service and interpersonal skills, and enthusiasm for working with the public
- Exemplary computer skills, and the ability to teach and troubleshoot technology
- Excellent organizational and time management skills
- Proficiency in research methods and statistics
- Commitment to providing innovative, quality library services
- Exemplary communication skills and ability to work both independently and in teams
- Solid knowledge of print and electronic resources as reference sources and tools
- Ability to work in an open concept design
- Champions reading, information literacy and lifelong learning
- Able to demonstrate high accuracy levels and attention to detail
- Familiarity with integrated library systems and OPACs; knowledge of Sitka and BiblioCommons preferred

Working conditions

- 35 hours per week
- Day, evening and weekend shifts may be assigned

Physical requirements

- This position requires considerable computer work, standing, and some lifting

Reports to:

- Director of Library Services

Direct reports:

- None; role as team lead on specific projects and initiatives as assigned

Applications to:

Hilary Bloom, Director of Library Services, Squamish Public Library

hbloom@squamish.ca

Closing Date: April 2, 2018 or until filled