



JOB POSTING

Richmond Hill Public Library is committed to enriching your connections, choices and community. It has four branches, with 72,700 registered members and over three million online and in-person uses. Members use 2.1M collection items annually, and 66,700 people attend its programs. As a 21st century Library we continue to adapt to change in various ways which includes empowering staff through teamwork, development and a celebration of curiosity.

Position: Associate Branch Librarian
Location: Oak Ridges Library
Status: Contract Full-Time, Non-Union (12 months)
70 hours bi-weekly, as per schedule

Current Schedule:

Week 1:

Monday	9:00 a.m. – 5:00 p.m.
Tuesday	1:00 p.m. – 9:00 p.m.
Wednesday	10:00 a.m. – 6:00 p.m.
Thursday	1:00 p.m. – 9:00 p.m.
Friday	Off Day
Saturday	9:00 a.m. – 5:00 p.m.

Week 2:

Monday	9:00 a.m. – 5:00 p.m.
Tuesday	1:00 p.m. – 9:00 p.m.
Wednesday	10:00 a.m. – 6:00 p.m.
Thursday	1:00 p.m. – 9:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.

* Schedule subject to change

Salary Range: \$41.74 per hour

Responsibility and Duties:

Reporting to the Manager of Oak Ridges Library, the Associate Branch Librarian:

- Offers support to the Branch Manager with the effective coordination of all tasks related to branch library functions, including information services, customer and circulation services and programming
- Supports a welcoming library environment and applies a roving service model
- Aids in the supervision, training, coaching and feedback for Branch staff, including determining day to day priorities, implementing standards, maintaining effective communication and monitoring work flow
- Plans, executes and promotes library services and programs
- Provides information services, as well as instruction to increase customer skills, including instruction in the use and assessment of print and electronic resources and technologies
- Assists customers with mobile devices in accessing library electronic content
- Ensures excellent customer service

Qualifications/Competencies:

- A Master of Library/Information Science Degree from an ALA accredited program
- Minimum of three years relevant experience, applicable to the public library environment
- Demonstrated ability to provide superior information service to a wide range of library users in a busy automated environment
- Demonstrated ability to deliver a variety of programming
- Demonstrated excellent communication skills, both oral and written, and interpersonal skills, including the ability to:
 - Communicate in a highly effective manner with a diverse range of customers and staff
 - Instruct and assist customers with use of self-services, including supporting technologies
 - Demonstrated ability to mediate and resolve conflict effectively
 - Train, instruct and coach library staff
- Excellent knowledge of electronic resources, website content development, social media and information literacy
- Demonstrated ability to work effectively and collaboratively in a team environment
- Demonstrated knowledge of and experience in use of applicable library information systems
- Demonstrated knowledge of Windows software and strong word processing skills
- Experience providing superior information service and programming to adults and children

The Community

The Town of Richmond Hill is a community of over 200,000 people located north of Toronto. It is the 6th fastest growing municipality in Ontario, and is expected to increase by 30% in the next 10 years. Over half the population was born outside Canada, with ongoing and increasing diversity anticipated. It has the highest proportion of residents with post-graduate education in Canada, and the community tends to be young, family-oriented with a strong technology orientation; as such, residents value education and library services.

This position may be relocated to another location in the future to meet service needs for the community. All applicants should understand that the ability to work at any library location is a requirement of this position.

The Library will require a current *Vulnerable Sector Screening* from the successful applicant as a condition of employment.

Application Process

Interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of this position **by 5:00 pm on April 3, 2019** quoting posting **2019 - 07** to:

Talent and Culture

Email: rhpljobs@rhpl.ca

FAX: (905) 770-0312

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

The Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, for recruitment purposes. Questions about this collection of personal information should be directed to: Chief Executive Officer, Richmond Hill Public Library, 1 Atkinson Street, Richmond Hill, ON, L4C 0H5.

The Richmond Hill Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact Talent and Culture at rhpljobs@rhpl.ca.