



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: Community Branch Librarian
Location: Richmond Green Library
Status: Full Time Contract (Maternity Leave replacement for a minimum of 12 month), 35 hours as per schedule

Current Schedule:

Week 1:

Monday	12:15 p.m. – 8:15 p.m.
Tuesday	9:00 a.m. – 5:00 p.m.
Wednesday	12:15 p.m. – 8:15 p.m.
Thursday	8:30 a.m. – 4:30 p.m.
Friday	Off Day
Saturday	9:45 a.m. – 5:30 p.m.

Week 2:

Monday	12:15 p.m. – 8:15 p.m.
Tuesday	9:00 a.m. – 5:15 p.m.
Wednesday	12:15 p.m. – 8:15 p.m.
Thursday	8:30 a.m. – 4:30 p.m.
Friday	8:30 a.m. – 4:30 p.m.

*Schedule subject to change

Salary Range: Librarian II, Union Pay Scale, \$37.74 – \$44.95 hourly

Responsibility and Duties:

- Collaborates with faculty at Richmond Green Secondary School to ensure curriculum support of learning objectives through displays, project guides, collection development and library orientation.
- Engages the public with in-depth and information service, contextually, virtually and technologically, through the use of library sources and expertise.
- Collaborates with partners and community organizations and agencies to fill service and program gaps, stimulating the use of library resources.
- Plans, executes and evaluates community-centric programs, highlighting relevant content and sources for all ages.
- Plans and delivers instructional skill development programs



- Applies knowledge of technology, including social media, in creation of presentations, development of website content and the delivery of programs, services and displays.
- Curates medleys of content and information resources in ways that highlight and reinforce services and programs.
- Recommends library materials in all formats for selection and de-selection.
- Supports effective communications in the branch.
- Evaluates the efficiency and effectiveness of the Branch operation and makes recommendations for change or improvement.
- Responsible for the Branch operation in the absence of the Manager.

Qualifications/Competencies:

- Master of Library/Information Science Degree from an ALA accredited program
- Minimum of three years relevant experience, applicable to the public library environment
- Experience in a unionized and diverse environment an asset.
- Ability to work flexible hours, including evenings and weekends
- Commitment to superior customer service.
- Analytical and problem solving skills.
- Working knowledge of the elements that make up superior public library programs
- Demonstrated ability to provide superior information service to a wide range of library users
- Ability to work effectively with customers of all ages and backgrounds particularly children and youth; experience working with users from a wide variety of cultural, economic, social and educational backgrounds.
- Demonstrated understanding of public libraries and awareness of contemporary services.
- Demonstrated ability to plan, implement and evaluate community-centric conversations and programs.
- Ability to work effectively outside of traditional library activities and settings.
- Excellent communication skills, both oral and written, and interpersonal skills.
- Ability to work effectively and collaboratively in a team environment.
- Demonstrated knowledge of, and experience in use of library information systems.
- Strong computer skills including word processing, creation of spreadsheets, use of electronic databases and presentation software.

The Community

The City 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 July 25, 2019** quoting posting **2019 – 23** 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.