



JOB POSTING
eServices Librarian
Full-time, Term

Halifax Public Libraries is currently accepting **INTERNAL** and **EXTERNAL** applications for the full-time position of eServices Librarian located at Halifax Central Library, 5440 Spring Garden Road in downtown Halifax. This is a term position up to 6 months.

WHO WE ARE

Community is at the heart of all that Halifax Public Libraries undertakes. 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 3 million in-person visits each year.

POSITION SUMMARY

Under the supervision of the eServices Manager, this position is responsible for development and delivery of technology training to regional staff; coordinates program development for regional technology instruction; oversees regional implementation of new public and staff technologies; and provides technical support to customers and staff.

KEY 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, and evaluating regional staff technology training
- ▶ Plans, delivers, and evaluates technology programs for all ages. May deliver programs outside the branch.
- ▶ Provides technical support for electronic services and digital collections (e.g., OverDrive, Zinio)
- ▶ Provides information and readers' advisory services using print and electronic sources, in response to customer needs
- ▶ Support for eServices manager
- ▶ Provides oversight (booking, training, maintenance) of specific regional gadgets
- ▶ Other related duties as required

QUALIFICATIONS

Education & Experience:

- ▶ Master of Library Information Studies degree from an ALA accredited school plus one year library experience including supervisory experience.
- ▶ Demonstrated technological expertise acquired through course work and/or employment experience.

Specific Knowledge & Technical Experience:

- ▶ Awareness of current technology and trends essential
- ▶ Ability to learn new and emerging technologies essential
- ▶ Proficiency in common operating systems, office productivity software, and popular web tools required
- ▶ Experience with mobile devices and technology required
- ▶ Ability to troubleshoot technical problems at an intermediate level required
- ▶ Knowledge of information and readers' services work an asset
- ▶ Prior experience in developing and delivering technology-related training expected

- ▶ Experience in program-planning and delivery an asset
- ▶ Familiarity with electronic resources an asset
- ▶ Familiarity with integrated library systems an asset
- ▶ Mathematical and statistical skills an asset
- ▶ Public speaking and presentation skills an asset
- ▶ Project management skills an asset

NOTE: Please state in your resume and/or cover letter whether the above application requirements are met.

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 are:***

Hours of Work: 70 Hours Biweekly, Term

Schedule: Monday to Friday, 9 am - 5 pm

Hourly Rate: \$29.34 - \$33.67 (\$2,054 - \$2,357 biweekly)
Classification Level 9 (Librarian 2)

**Applications must be received in the
Human Resources Office no later than:** Friday, August 11, 2017

**Cover letters (quoting competition No.)
and resumes should be addressed to:**

Amy Bradley, Human Resources Coordinator
Halifax Public Libraries
60 Alderney Drive, Dartmouth, N.S. B2Y 4P8
FAX: (902) 490-5850
Email: careers@halifaxpubliclibraries.ca

Current Employees of Halifax Public Libraries: Please indicate **"INTERNAL APPLICANT"** in the subject line of your email application if you are a bargaining unit (NSUPE 14) member.

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

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.