



## **JOB POSTING**

### **Library Assistant 6 / Library Assistant 7 - Sunday Supervisor 59 Hours Biweekly**

**Halifax Public Libraries** is currently accepting **INTERNAL** and **EXTERNAL** applications for the part-time position of **Library Assistant 6 / Library Assistant 7 – Sunday Supervisor** located at Sackville Public Library, 636 Sackville Dr., Lower Sackville.

#### **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 direction of the Librarian, this position supervises Branch/Department operations on Sunday. Provides information and readers' advisory services and programming to enhance the customer experience in alignment with branch/department service priorities.

#### **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.*

- ▶ Oversees staff and operations of the Branch/Department on Sunday
- ▶ Provides Home Delivery Service for the branch catchment
- ▶ Resolves customer complaints and problems and may make exceptions to established policies and procedures. Refers major or unresolved issues
- ▶ Responsible for branch security, building maintenance, emergency situations and general implementation of the Public Use of Facilities Policy
- ▶ Schedules relief staff for current shift
- ▶ Provides information and readers' advisory services, using print and electronic sources, in response to customer needs
- ▶ Assists customers in the use of the catalogue, internet, electronic sources and computer software; troubleshoots computers and related equipment
- ▶ Explains library policies to customers as required; addresses minor complaints; prepares Incident Reports
- ▶ Promotes the Library's collection and services through planning, creating and/or setting up displays, resource lists and other means appropriate. May conduct promotions to outside organizations
- ▶ Assists with collection maintenance and development within established guidelines
- ▶ May plan, deliver and/or perform as well as evaluate programs for children, teens and/or adults.
- ▶ May deliver programs outside the branch.
- ▶ As delegated, assumes responsibility for the branch or department in the absence of more senior staff.
- ▶ May act as person in charge of branch facilities on regularly scheduled shifts
- ▶ May assist with branch operational activities such as compiling statistics and reports
- ▶ May assist with supervision and orientation of work experience students and volunteers

## QUALIFICATIONS

### Education & Experience:

Bachelor's degree plus two years related experience or Two-Year Library Information & Technology Diploma plus three years library experience.

### Specific Knowledge & Technical Experience:

- ▶ Knowledge of young adult and/or children's literature required
- ▶ Knowledge of Internet, Windows and office software applications required
- ▶ Supervisory experience an asset
- ▶ Specialized knowledge of children/youth user groups an asset
- ▶ Knowledge of adult literature an asset
- ▶ Knowledge of groups, organizations and services within the library catchment an asset
- ▶ Knowledge of information and readers' services work an asset
- ▶ Fluency in a second language an asset
- ▶ Experience in program planning and delivery an asset
- ▶ Basic math skills to handle cash an asset
- ▶ Familiarity with ILS an asset
- ▶ Previous work experience in a library an asset

## 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:** 59 Hours Biweekly

**Spring/Summer Schedule:**

**Week 1:**

Tuesday 1pm-9pm  
Wednesday 10am-6pm  
Thursday 9am-5pm  
Friday 10am-6pm  
Saturday 9am-5pm

**Week 2:**

Tuesday 1am-9pm  
Wednesday 10am-6pm  
Thursday 9am-5pm  
Friday 9am-12noon

**Fall/Winter Schedule:**

**Week 1:**

Sunday 1pm-5pm  
Tuesday 1pm-9pm  
Wednesday 10am-3:30pm  
Thursday 1pm-9pm  
Friday 10am-6pm  
Saturday 10am-5pm

**Week 2:**

Sunday 1pm-5pm  
Tuesday 1pm-9pm  
Wednesday 10am-3:30pm  
Thursday 1pm-9pm

**Hourly Rate of Pay:** LA7 - \$24.54-\$28.16 / LA6 - \$22.49-\$25.81

**Applications must be received in the  
Human Resources Office no later than:** Sunday, August 13, 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](mailto: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](http://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.***

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.