



JOB POSTING
Community Library Assistant
Halifax North Memorial Public Library
Full-time Term position

Employment Equity position designated for an African Nova Scotian or Person of African descent

Halifax Public Libraries is currently accepting internal and external applications for the exciting role of Community Library Assistant located at **Halifax North Memorial Public Library**, 2285 Gottingen Street, Halifax. This is a term position up to **October 2020** with the possibility of extension.

Halifax Public Libraries

We are driven by achieving excellence in service, access, diversity and technology. These values form the foundation required for the best possible outcomes for our community. All our libraries include a mosaic of cultures and voices representative of Halifax and beyond. We provide safe and welcoming environments, celebrating diversity through programs, materials, and education.

Reflecting Our Community

The economically diverse and changing neighbourhood of North End Halifax includes African Nova Scotian and Indigenous communities as well as Syrian newcomers.

A Resource for Everyone

We are a busy branch at the heart of our community. Many community members visit the branch on a daily basis. The branch is popular with youth of all ages, many who attend independently. It's a vibrant community space for all, full of programs, conversations and partnerships. Much of your work in this position will be focused on teens, and your experience and interests will reflect that.

A Launch Point for Growth

Our libraries are more than just our buildings. You will extend our reach of library services by going beyond our walls.

The community will see us where they least expect us.

The Ideal Candidate

Each day at Halifax North Public Library will bring new rewards and challenges. Your skills and experience will make you a key part of our team. Like us, you are people centric and purpose driven.

- You have a passion for working with youth and provide excellent customer service to all. Planning daily activities and creating a fun and engaging environment for youth is just your style.
- You are creative and adaptive, with excellent communication and organizational skills.
- You have experience developing partnerships with specific cultural communities. You are also able to reach out to the wider community, with a flexible approach, finding ways to meet people where they are.
- With a particular emphasis on under-served teens and adults from culturally, socially and economically excluded groups; you will excel in supporting education, skills development and employment, working to link community members with related opportunities.
- You will plan and create high-quality and relevant programs and learning opportunities that reflect the interests and diversity of our community, including workshops, activities and long-term strategic initiatives.

- You'd feel comfortable representing the Library at conferences, round tables, task forces and committees
- Your comfort with technology will be key in this role.
- Your enthusiasm and great ideas will inspire others.
- You are empathetic, open minded and an active listener.
- You will have an understanding of poverty and knowledge of related social issues including literacy, and experience of removing barriers.
- You will be able to de-escalate situations, planning and preparing with a systematic approach to avoid problems before they arise, but also responding effectively in crisis situations.
- Your ability to engage combined with patience and understanding, will mean that you can effectively respond to others needs and provide assistance with information and questions in the library and community, especially with persons who have barriers to traditional communication.
- You are a team player and experienced at using stress management and time management techniques, for yourself and others.
- You do what you say you're going to do and follow through with a reliable and responsible attitude.
- Your ability to see the bigger picture and use a wider context to make decisions will help you navigate through complex situations.
- When the Branch Manager and Youth Librarian are away, you will readily step in and assume responsibilities.

Qualifications

You have a Bachelor's Degree plus two years of related experience **OR** an acceptable combination of related education can be considered.

Competencies

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| <ul style="list-style-type: none"> • Problem Solving and Decision Making • Communication Skills • Creativity / Innovation • Knowledge of Work • Technological Competence • Adaptability • Interpersonal / Group Skills • Leadership | <ul style="list-style-type: none"> • Organizational Understanding and Global Thinking • Accountability / Dependability • Planning and Organizational Skills • Resource Management • Service Attitude • Respect for Diversity |
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This is a unionized position. Preference will be given to internal NSUPE Local 14 employees.

Work Schedule

Your full-time schedule will be 70 hours biweekly including evenings and Saturdays. Although subject to change, your schedule will be:

Week 1:

Tuesday 1-9
 Wednesday 1-9
 Thursday 9-5
 Friday 9-5
 Saturday 9-5

Week 2:

Monday 9-5
 Tuesday 1-9
 Wednesday 1-9
 Thursday 9-5
 Friday 9-5

A competitive remuneration package will be offered at the Library Assistant 8 classification pay scale. The hourly rate ranges from \$26.78 - \$30.73 per hour along with health & medical benefits, pension and generous vacation entitlements.

Why Halifax Public Libraries?

People are at the heart of all we do at Halifax Public Libraries. Every individual in our community wants to thrive and contribute. Supporting this collective growth is why we exist. Today's public libraries represent the possible, and our possible is intertwined with the well-being and success of everyone.

We will Reach Further, Push Boundaries and Be Brave to live our vision.

Together we will go beyond what is expected, creating outstanding experiences for our community members at every touch point of our organization.

**Applications must be received in the
Human Resources Office no later than:**

Sunday, September 17, 2017

Applications 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.

Please Quote: Competition # HRL-17-071

Posting Date: September 1, 2017