



EMPLOYMENT OPPORTUNITY

Library Programmer

2012 Salary Range: \$22.54 - \$25.46/Hr

Part-Time (25 hrs per week)

Job Posted Externally on: February 1, 2012 - Closes: February 17, 2012

Reporting to the Chief Executive Officer/Chief Librarian or designate, the Library Programmer is responsible for planning, coordinating and implementing a variety of programs.

Desired Qualifications and Experience:

- ECE (Early Childhood Education) or Teacher's Certificate or equivalent
- Excellent child/adult skills
- Library experience or training such as Library Techniques Diploma or EXCEL Certification an asset or willingness to enroll in EXCEL courses (tutor assisted correspondence courses to upgrade library skills)
- Strong commitment to children's service and ability to establish rapport with children
- Supervisory and organization skills
- Ability to work independently, show initiative and tact in dealing with the public and with library staff
- Knowledge of computer word processing programs and Internet
- Familiarity with automated library catalogues
- Willingness to enroll in EXCEL courses (tutor assisted correspondence courses to upgrade library skills)

Job descriptions are available for this position at the Gravenhurst Public Library, 180 Sharpe St. W., Gravenhurst, or at the Municipal Office, 3-5 Pineridge Gate, Gravenhurst. Information can also be accessed on our website: www.gravenhurst.ca or on the Gravenhurst Public Library website: www.gravenhurst.ca/library.

Please submit your cover letter and resume no later than **4:30 p.m., on Friday, February 17, 2012 to:**

Town of Gravenhurst
3-5 Pineridge Gate
Gravenhurst, ON P1P 1Z3
Attention: Human Resources
705-687-7016 (FAX)
HumanResources@gravenhurst.ca

We thank all the applicants, but only those considered for an interview will be contacted.

All information is collected in accordance with the Municipal Freedom of Information & Protection of Privacy Act, R.S.O. 1990, Chapter M. 56.

JOB TITLE: LIBRARY PROGRAMMER

PRIMARY PURPOSE OF JOB:

- Plans, coordinates and implements a variety of programs.

NORMAL ENTRANCE QUALIFICATIONS:

- ECE (Early Childhood Education) or Teacher's Certificate or equivalent
- Excellent child/adult skills
- Library experience or training such as Library Techniques Diploma or EXCEL Certification an asset or willingness to enroll in EXCEL courses (tutor assisted correspondence courses to upgrade library skills)
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KEY ASSIGNMENTS:

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| 30% | 1. Implement programs and develop new programs based on library and community resources and needs. |
| 20% | 2. Publicity and promotion for programs. |
| 15% | 3. Participate in the READ to SUCCEED program (grade 4 class visits). |
| 15% | 4. Develop and conduct tours for students and special interest groups |
| 15% | 5. Collection development for Children's and Young Adult collections. |
| 5% | 6. Provide statistics on program attendance. |

DESCRIPTION OF ACTIVITIES:

- I. Develop programs, prepare and implement these programs including acquiring supplies needed. Research needs of the community.
- II. Prepare publicity and promotion for programs including placing notices & information on the Library Web site.
- III. Conduct READ to SUCCEED program, by contacting School principals and teachers to arrange for class visits. Ensure that necessary supplies are available.
- IV. Develop and conduct the tours for students and special interest groups as need arises. Contact Public and High Schools to let them know that this service is being offered.
- V. Assist the Librarian in Collection development for the Children's and Young Adult collections.
- VI. Prepares Statistics: Keep a record of the children and ages attending the program.