

GRAVENHURST PUBLIC LIBRARY

POSITION DESCRIPTION

Position Title: Collections and Digital Literacy Librarian

Reports to: CEO / Chief Librarian or Designate

POSITION SUMMARY

The Collections and Digital Literacy Librarian is responsible for collection development and maintenance; information and digital literacy skills training; library based technology projects; circulation and reference desk duties; clerical functions; and providing a high level of customer service to library users.

DUTIES & RESPONSIBILITIES

1. Collection Development and Maintenance – Follow and review criteria for the selection/de-selection of print, non-print and digital resources including donated items; train staff on use of the criteria for selecting materials; recommend areas of collection requiring further development; provide input into organization of the collection; review selection choices made by staff based on established criteria; provide input into budget allocation for areas of the collection; work closely with staff in areas of acquisition, cataloging, processing and maintenance; oversee inventory; establish weeding schedule according to de-selection criteria; create means for public input into collection purchases; provide training to volunteers working with the collection; maintain collection development systems and statistics to inform collection decisions; foster regular, two-way communication with front-line staff to ensure the collection meets known patron needs; work to maintain scope statements for all collection areas.
2. Information and Digital Literacy Skills Training – Develop and provide information and digital literacy skills training for individual library users and groups (in-person and/or virtual formats); deliver outreach training to other organizations as well as at events in the community; review and recommend online learning tools; incorporate online learning tools into training; promote resources available in the library's collection as part of training; provide support to collection related programming for adults e.g. author events, local history talks, travel series etc.
3. Library-based Technology Projects – Keep informed of current and emerging trends in technology and how these are being used in libraries; assist with the development and implementation of library-based technology projects; provide supervision to students hired to assist with these projects; offer input into the purchase of appropriate equipment; play a role in municipal and district technology discussions and projects; build relationships with information technology based organizations; provide input into the enhancement of the library's virtual services.

4. Circulation and Reference Desk (when scheduled) - Circulation of materials, ensuring accuracy; renewing materials; submitting requests to ILL; printing hold lists and informing library users about available holds; providing assistance to library users in locating information and/or library materials; delivering reader's advisory; assisting with genealogical research; providing bibliographic instruction; determining eligibility of applicants for membership; registering new library users and entering information into Horizon; issuing borrower cards; conducting new patron orientation; renew and update memberships; instructing people in the use of library resources and equipment; providing general information and assistance to patrons using the public access terminals; assisting with PC applications, internet and troubleshooting, printers, etc.; providing guidance and direction to student placements and volunteers in the performance of tasks.
5. Handling Transactions and Clerical Duties (when scheduled) – Handling and balancing of cash drawer, issuing receipts and recording transactions; recording statistics and cash flow; collecting non-resident membership fees; printing of overdue lists, holds, etc.; collecting fines and fees for overdue materials and/or replacement costs for damaged or lost items; following up by telephone on overdue accounts; implementing opening and closing procedures, which includes setting the alarm and ensuring security of library facility.
6. Promotions and tours – Creating and distributing promotional materials highlighting different areas of the collection, in-person and virtual training sessions, and online training tools, collection related programming for adults as well as technology projects/programs; conducting tours for special interest groups.
7. Leadership – Familiarity with the library's strategic plan; create organizational procedures, processes, and policies; write grants for specific projects; provide statistics and reporting; keep apprised of current library policies and procedures, current news and community happenings; deals with the public in a courteous and efficient manner to promote a high standard of public relations at all times; acts as a goodwill ambassador for the library, promoting the library's values and services in all user interactions.
8. Carrying out special projects and other duties as assigned by the CEO/Chief Librarian or designate.

SUPERVISION REQUIREMENTS

Positions Supervised Directly: Student placements and volunteers

EDUCATION, SKILLS and EXPERIENCE

1. Masters of Library Science degree from an accredited university program or equivalent
2. Minimum one (1) year of experience working in a public library environment
3. High level of familiarity with collection development standards and practices
4. Experience providing in-person and virtual training
5. Superior knowledge of eBooks, electronic resources, and traditional resources
6. Superior knowledge with common web interfaces, ILS software, and other necessary software, including Microsoft Suite products, Google Apps, and various eReaders.
7. Strong familiarity with current library trends
8. Highly proficient at information service delivery
9. Strong interpersonal communication skills, including a welcoming manner, active listening and nonjudgement response
10. Highly developed public speaking skills
11. Ability to master, explain, and at times create organizational procedures, processes, policies, and operations
12. Ability to write reports, business correspondence, and procedural manuals
13. Ability to supervise the work of others while fostering a positive work environment
14. Accomplished at working independently while contributing to the work team
15. Demonstrates a positive attitude and supports library goals and objectives
16. Strong public relations and customer service skills
17. Exceptional ability to successfully multitask in a busy environment
18. Excellent organizational and time management skills
19. Proven aptitude for taking initiative
20. Demonstrated working knowledge of Horizon Library software systems preferred
21. Holds a Valid Ontario Driver's License and has access to a reliable vehicle. Travel within the community is a regular occurrence.
22. Physically able to carry out all aspects of the job
23. Vulnerable Sector (Criminal) Record Check requirement: successful applicants must be prepared to provide a Vulnerable Record Check before being employed by the Gravenhurst Public Library.

HEALTH & SAFETY RESPONSIBILITIES:

As the Gravenhurst Library Board has adopted health and safety policies established by the Town of Gravenhurst. Library staff members are responsible:

1. To learn, understand and practice standard Town operating procedures.
2. To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations and the Town's Health and Safety Policies and Procedures.
3. To take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
4. To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative.
5. To report any occupational injury or illness immediately to their supervisor.
6. To use personal protective equipment, where required.
7. To report any contravention of the Occupational Health and Safety Act.

PHYSICAL/PSYCHOLOGICAL DEMANDS and WORKING CONDITIONS

Environment: Work is conducted in an office environment with some exposure to criticism from the public. Requirement to juggle priorities, meet deadlines, verbally communicate to exchange information; deal with constant interruptions and changing demands during the course of a working day; occasions whereby an extremely short amount of time is available to complete a project or task (regularly); wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily); while maintaining a pleasant, professional and positive demeanor.

Physical: Requirement for sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and a vehicle.

CONTACTS

Incumbent communicates regularly with library staff, municipal staff, and the general public.

REVIEW/APPROVAL

CEO/ Chief Librarian: Julia Reinhart

Affiliation: Non-Union

Job description updated: August 25, 2021