

**Posting # 1949****Title: Community Librarian****Section:** Libraries and Heritage Resources**Division:** Greater Sudbury Public Library**Department:** Office of the Chief Administrative Officer**Initial Reporting Location:** New Sudbury Public Library**Job Status:** Limited Position**Estimated Probable Duration:** Up to Eighteen (18) Months**Number of Vacancies:** 1**Affiliation:** Inside Unit**Hours of Work:** 70 hours bi-weekly**Shift Work Required:** No**Range of Pay:** Group 14\* - \$38.65 to \$47.42 per hour (Rate in effect April 1, 2024)**The start date will follow the selection process.**This position is eligible to [work remotely](#) on a part-time basis.**Characteristic Duties:** Under the general supervision of the Manager of Libraries and Heritage Resources.

1. Ensure the efficient operation of the New Sudbury and South End Libraries; lead, guide and train staff; review and recommend operational procedures to the Manager of Libraries and Heritage Resources.
2. Investigate, recommend and participate in the planning and delivery of new services and programs. Keep abreast of new developments in the library field.
3. Perform branch collection development. Provide guidance, make recommendations and participate in collection evaluation, building and maintenance.
4. Perform public relations duties including tours, organizing displays and participating in community outreach events.
5. Act as a liaison with the community to develop partnerships and plan services that are responsive to community need.
6. Participates in the delivery of circulation, reference and readers' advisory services to the public. Develops and maintains a strong public service team.
7. Instruct internal and external clients in the use of the library and associated search methods.
8. Resolve complaints from the general public in accordance with library policy.
9. Prepare and input payroll exception reports.
10. Prepare draft monthly staffing schedule for Manager's approval. Arrange for emergency relief staff as required.
11. Ensure security of premises and act as key contact in case of emergency.
12. Ensure all equipment, building mechanical and electrical systems are functioning properly and contact appropriate company for repairs.
13. Requisition and maintain an adequate level of office supplies.
14. Prepare monthly and annual statistics.
15. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
16. Perform other related duties as required.

**Qualifications:**

- Masters Degree in Library and Information Science from a recognized university with Canadian accreditation.
- Two and one half (2½) years up to and including five (5) years of library experience.
- Knowledge of best practices within areas of responsibility.
- Knowledge of library services and operations.
- Knowledge of various computer applications including Windows based systems (i.e. word processing, spreadsheet software, file transfer process, files maintenance, information input and retrieval and the Internet).
- Excellent interpersonal skills.

- Strong organizational skills and attention to detail.
- Ability to direct and motivate staff.
- Demonstrated commitment to excellent customer service and organizational goals.
- Demonstrated problem solving skills.
- Ability to develop collections in response to public need.
- Demonstrated interest in technological resources.
- Interest in effectively building partnerships in the community.
- Ability to make public presentations.
- Excellent use of English: verbally and in writing.
- French verbal skills desirable; written skills an asset.
- Satisfactory health, attendance and former employment history.
- Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$35.72 to \$43.71 per hour (Rate in effect April 1, 2024). The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

### How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs) to apply online.

We must receive your resume **before 11:59 p.m. on Tuesday, April 2, 2024**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
  - .doc
  - .docx
  - .txt
  - .pdf
  - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

### Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](http://Applicants Living Outside of Canada (greatersudbury.ca))

### Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email [myJOBS@greatersudbury.ca](mailto:myJOBS@greatersudbury.ca)