

## **Job Posting**

Milton Public Library (MPL) is committed to inspiring through discovery, collaboration and creation. As part of one of the fastest-growing municipalities in North America, Milton Public Library is an award winning system focused on innovation. MPL empowers the community to: Read. Learn. Create. Connect.

<b>Position:</b>	Adult Services Librarian (Contract)
<b>Status:</b>	Full-Time Contract Position (November 2020 – December 2021)
<b>Home Location:</b>	Main Library
<b>Salary Range:</b>	\$35.06 per hour – \$42.26 per hour (2019 Rates)

### **Position Summary**

The Adult Services Librarian is responsible for the development, delivery and coordination of community outreach, engagement activities and programs with a focus on Adults. The Adult Services Librarian has a strong emphasis on building and maintaining community partnerships with a wide range of groups within their portfolio. The Adult Services Librarian participates in ensuring a balanced, current and relevant collection of library materials, as assigned, and delivers public service such as reference and readers advisory. The Adult Services Librarian also acts in an “In-Charge” capacity.

### **Typical Duties and Responsibilities**

1. Responsible for the oversight, coordination and delivery of programs and services with a focus on Adults.
2. Identifies and coordinate community outreach and engagement opportunities with a focus on Adults.
3. Actively seeks and develops community partnerships. Works collaboratively with different, agencies, departments, locations and teams to ensure quality Adult based programs that meet our customer’s needs.
4. Demonstrates customer service excellence in the delivery of in-depth reference and readers’ advisory services and the effective merchandising of collections, including development of new merchandising initiatives.
5. Participates in the collection development for an assigned area of Milton Public Libraries collection. This includes, selection and evaluation to ensure MPL’s collections meet the needs of its increasingly diverse community.
6. Supports MPL’s virtual presence, identifying marketing outreach and other opportunities.
7. Participates in committee work and contributes to the planning of Public Service.
8. Contributes to the development of service goals and policy development
9. Provides input into the Collection Management Policy
10. Acts in an “In-Charge” capacity as required
11. Attends relevant meetings, workshops, courses and conferences as required
12. Performs other duties as assigned

### **Qualifications/Competencies**

- Master of Library Science (MLIS) from an accredited program
- One year relevant librarian experience
- Experience in community outreach and engagement
- Experience with library materials selection
- Demonstrated experience in program development
- Knowledgeable with new and emerging technologies
- Experience in an automated environment and with computer skills
- Strong customer service background
- Excellent oral and written communications skills
- Valid G class drivers license and access to a reliable vehicle
- Ability to work independently and in team environment

### **Application Process**

Interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of this position by **Sunday October 4<sup>th</sup>, 2020 by 5:00 pm** quoting posting **20-08** to:

**Human Resources**  
Email: [careers@beinspired.ca](mailto:careers@beinspired.ca)

**ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

The Milton Public Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, for recruitment purposes. Questions about this collection of personal information should be directed to: Chief Librarian, Milton Public Library, 1010 Main Street East, Milton, ON, L9T 6H7

The Milton Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact Human Resources at [careers@beinspired.ca](mailto:careers@beinspired.ca)