

# STORMONT, DUNDAS AND GLENGARRY COUNTY LIBRARY

## Application Instructions

Thank you for your interest in the following full-time position at the Stormont, Dundas and Glengarry County Library.

### COMMUNITY LIBRARIAN

This package contains the following documents:

1. Job Advertisement
2. Job Description
3. The Fillable Application Form – This form is a separate link in the job posting on our website and please note it is only compatible with Microsoft Word 2007 or later.

#### Please follow the instructions carefully:

1. Your application package **must** include:
  - a. a cover letter (1-page maximum); and
  - b. the completed application form.
2. E-mail your application package as one document in .pdf format to [jobs@sdgcounties.ca](mailto:jobs@sdgcounties.ca) before the deadline indicated below. Please do not attach a copy of your resume.
3. Subject line of the e-mail must contain: **COMMUNITY LIBRARIAN**

**Applications will be received by e-mail until 12:00 noon on Friday, July 23, 2021.**

*We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.*

## Community Librarian – SDG Library

The United Counties of Stormont, Dundas and Glengarry (SDG) is located along the St. Lawrence River in the south-eastern corner of Ontario. SDG is “Where Ontario Began”, and is rich in heritage, tradition, and culture with an abundance of historical sites, great events, and beautiful attractions. With a population of 65,000, SDG is primarily rural yet close to urban centres such as Cornwall, Ottawa, and Brockville.

The Stormont, Dundas and Glengarry County Library currently has an opening for **Community Librarian**. Under the general direction of the Director of Library Services, the Community Librarian plans, coordinates and evaluates public services and programs, partner relationships and outreach activities that support the SDG Library's mission and goals.

### **Main duties include but are not limited to:**

- Be responsible for the development, delivery and evaluation of programs, outreach and partnership opportunities with organizations, groups, agencies, businesses and other stakeholders to increase the use of library resources and services in response to the current and future needs of the community.
- Build relationships with individuals, community organizations and businesses to deepen their understanding of the value of libraries, and to strengthen the Library's understanding of community needs.
- Assess library service and program needs via formal and informal market research methods.
- Research best practices for outreach and community work in public libraries. Identify community needs, trends and demographics, and develop a community engagement strategy.
- Coordinate the Library's engagement activities at community events and manage community-based initiatives to ensure that they meet community needs.
- Facilitate effective communications amongst staff and with partners to respond to the community's evolving needs. Ensure consistent messaging about the Library system and its services across all communication platforms. Actively develop and maintain resources to support community outreach and partnership development.
- Seek opportunities to promote the Library through presentations to community organizations, Councils and service groups. Be the Library's main liaison with its Friends of the Library groups.
- Develop and implement the Library's Volunteer and Fundraising strategies and invigorate the library's relationships with various community groups.
- Assist in the development and evaluation of the Library's long-range planning process, providing information to drive annual planning to achieve Library's goals and objectives. Prepare reports and other information as needed.
- Support the Systems Librarian in providing web content and implementing new virtual services. Assist the Director of Library Services in strategic activities that are intended to communicate the Library's mission and goals.
- Remain current on library legislation and current public library trends. Research and develop potential new products and their positive impact on the Library and the community in anticipation of patron needs.
- Assist with the recruitment, supervising, training and evaluating of staff. Evaluate and recommend staffing assignments.
- Responsible for collection development activities in designated areas.
- Participate in programs, attend workshops and courses which foster professional and/or community development skills where applicable and approved.

### **Qualifications:**

- Possession of a Master's degree in Library and Information Studies (MLIS) from an ALA-accredited university, with at least two years' relevant experience.
- Knowledge of community programs, outreach and partnership development principles, and experience with marketing and communication trends and technologies.

- Superior problem solving, team-building and organizational skills. Strong written and oral communication skills to work effectively with staff and the public. Well-developed organizational, analytical and project management skills, including the ability to thoroughly review policies and procedures and to recommend changes as appropriate.
- Ability to work independently and with minimal supervision.
- Ability to represent the library and the County effectively in the community.
- Bilingualism (English/French) is considered an asset.
- Possession of a valid G Class driver's licence is required.

**Salary Range:** \$68,742 to \$78,562 with full benefit package and pension

**Estimated Start Date:** Early September 2021

**Location:** Primarily at Library Administration, 26 Pitt Street, Cornwall, Ontario

Interested and qualified candidates are invited to visit our website at [www.sdgcounties.ca](http://www.sdgcounties.ca) to obtain the complete instruction package on how to apply. **Applications will be received by e-mail until 12:00 noon on Friday, July 23, 2021.**

*We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.*

<b>Title:</b> Community Librarian	<b>Reports to:</b> Director of Library Services
<b>Department:</b> Library Services	<b>Grid Range:</b> 6
<b>Date Approved:</b> March 16, 2020 Amended June 2 <sup>nd</sup> , 2021	

### **POSITION PROFILE**

Under the general direction of the Director of Library Services, plans, coordinates and evaluates public services and programs, partner relationships and outreach activities that support the SDG Library's mission and goals.

### **KEY DUTIES/RESPONSIBILITIES**

Be responsible for the development, delivery and evaluation of programs, outreach and partnership opportunities with organizations, groups, agencies, businesses and other stakeholders to increase the use of library resources and services in response to the current and future needs of the community.

Build relationships with individuals, community organizations and businesses to deepen their understanding of the value of libraries, and to strengthen the Library's understanding of community needs.

Assess library service and program needs via formal and informal market research methods.

Research best practices for outreach and community work in public libraries. Identify community needs, trends and demographics, and develop a community engagement strategy.

Coordinate the Library's engagement activities at community events and manage community-based initiatives to ensure that they meet community needs.

Facilitate effective communications amongst staff and with partners to respond to the community's evolving needs. Ensure consistent messaging about the Library system and its services across all communication platforms. Actively develop and maintain resources to support community outreach and partnership development.

Seek opportunities to promote the Library through presentations to community organizations, Councils and service groups. Be the Library's main liaison with its Friends of the Library groups.

Develop and implement the Library's Volunteer and Fundraising strategies and invigorate the library's relationships with various community groups.

Assist in the development and evaluation of the Library's long-range planning process, providing information to drive annual planning to achieve Library's goals and objectives. Prepare reports and other information as needed.

Support the Systems Librarian in providing web content and implementing new virtual services. Assist the Director of Library Services in strategic activities that are intended to communicate the Library's mission and goals.

Remain current on library legislation and current public library trends. Research and develop potential new products and their positive impact on the Library and the community in anticipation of patron needs.

Assist with the recruitment, supervising, training and evaluating of staff. Evaluate and recommend staffing assignments.

Responsible for collection development activities in designated areas.

Participate in programs, attend workshops and courses which foster professional and/or community development skills where applicable and approved.

Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.

Perform other duties as assigned, which may include acting as the "in-charge person" as required.

#### **WORK RELATIONSHIPS**

Report to the Director of Library Services. Supervise the District Supervisors, Courier, and summer students regarding program/service delivery. Interact professionally with the public when presenting or coordinating workshops. Contact local educators, organizations and other Library systems for information and partnerships. Represent the SDG Library on selected internal or external committees and/or functions.

#### **WORK DEMANDS/STRESSES**

Work is performed in accordance with SDG Library policies and procedures. Must be able to work independently while developing and initiating communications to staff, volunteers and the public. Work is reviewed by the Director of Library Services through regular meetings and consultations to discuss schedules, plans, direction and duties. Use existing and identify new resources that enhance communications.

#### **EDUCATION/EXPERIENCE/APTITUDES**

Possession of a Master's degree in Library and Information Studies (MLIS) from an ALA-accredited university, with at least two years' relevant experience. Knowledge of community programs, outreach and partnership development principles, and experience with marketing and communication trends and technologies. Superior problem solving, team-building and organizational skills. Strong written and oral communication skills to work effectively with staff and the public. Well-developed organizational, analytical and project management skills, including the ability to thoroughly review policies and procedures and to recommend changes as appropriate. Ability to work independently and with minimal supervision. Ability to represent the library and the County effectively in the community. Bilingualism (English/French) is considered an asset. Possession of a valid G Class driver's licence is required.

#### **SALARY RANGE & CLASSIFICATION:**

Non-union, permanent full-time position at 35 hours per week. Annual salary Range 6 as per Salary Grid. Full Benefits.


**Note:** *This job description is meant to describe the general nature and level of the work being*

*performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.*

June 2021



Karen Franklin  
Director of Library Service



Timothy J. Simpson  
Chief Administrative Officer