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.

SYSTEMS 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 before the deadline indicated below. Please do not attach a copy of your resume.
3. Subject line of the e-mail must contain: **SYSTEMS LIBRARIAN**

Applications will be received by e-mail until 12:00 noon on Friday, December 3, 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.

Systems 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 is responsible for providing public library services throughout SD&G. Under the direction of the Director of Library Services, the **Systems Librarian** acts as Administrator for integrated library systems software, supports all electronic subscriptions, explores and expands the e-services capacity of the Library system, and implements plans to build capacity of Library staff and the public to use e-services and technology tools.

Main duties include but are not limited to:
- Oversee the efficient operation of Technical Services processes, including acquisitions, cataloguing, interlibrary loans, exchanges, and maintenance of Library materials. Provide internal training and support to Library staff on ILS and technology-based services.
- Provide advanced troubleshooting for the Library's technologies, including the Library's current ILS and its discovery overlay(s), e-Book/e-Audiobook platform(s), electronic resources and subject databases, and access authentication management.
- Prepare detailed instructional manuals for the use of all Library technologies as well as cataloguing and processing procedures for a wide range of material types.
- Coordinate web content and provide website maintenance and updates. Analyse the Library's website performance and identify improvements to ensure that the website is AODA-compliant, functional and informative for the public.
- Maintain records of electronic subscription products, including authentication methods, administrator logins and passwords, set-up and procedural documentation, and renewal dates.
- Research and test new products and services and make recommendations to assist in decision-making regarding new directions in technology and the purchase of specific products.
- Manage the compilation of Library use statistics. Analyse key metrics to assist in the development and evaluation of the Library's long-range planning process. Provide information to drive annual planning to achieve Library's goals and objectives.
- Recommend strategic initiatives to promote and support the long-term viability of information provision and library service, and assist in the development and implementation of Library policies regarding information services, e-services, and future integrated library systems.
- Remain current on library legislation, current public library trends, information technologies, cataloguing and collections issues.
- Assist with the recruitment, supervising, training and evaluating of staff. Evaluate and recommend staffing assignments.
- Responsible for collection development activities in designated areas.
- Supervise the Technical Services staff.

Qualifications:
- Possession of a Master's degree in Library and Information Science (MLIS) from an ALA-accredited university, with at least two years relevant experience. Additional formal education in computer science, including software engineering/information systems, is desirable.
- Knowledge of scripting languages necessary to create ILS and other library software enhancements.
- Demonstrated ability in Technical Services processes, delivery of electronic information, and integrated library systems administration required.

- Knowledge of public library legislation, current library services and trends, and information technologies.
- Exceptional analytical, communication, organizational, supervision, interpersonal and leadership skills, with the ability to operate in an online, networked environment. Ability to conduct in-depth technical training, taking into consideration varying degrees of comfort and ability. Strong customer service background and philosophy in order to best serve the end user.
- Possession of a valid G Class driver's licence is required.
- Ability to provide a current satisfactory Criminal Record Check.

In accordance with SDG County's *Vaccination Verification Policy Coronavirus (COVID-19)*, all new hires will be required, as a condition of employment, to provide proof of COVID-19 full vaccination status as defined by the Ontario Ministry of Health.

Salary Range: $68,742 to $78,562 with full benefit package and pension
Estimated Start Date: Mid-January 2022
Location: Primarily at Library Administration, 26 Pitt Street, Cornwall, Ontario

Interested and qualified candidates are invited to visit our website at **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, December 3, 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.

POSITION DESCRIPTION

UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Title: Systems Librarian	**Reports to**: Director of Library Services
Department: Library Services	**Grid Range**: 6
Date Approved: March 16, 2020	**Revised**: September 2021

POSITION PROFILE:

Under the direction of the Director of Library Services, acts as Administrator for integrated library systems software, supports all electronic subscriptions, explores and expands the e-services capacity of the Library system, and implements plans to build capacity of Library staff and the public to use e-services and technology tools.

KEY DUTIES / RESPONSIBILITIES:

Oversee the efficient operation of Technical Services processes, including acquisitions, cataloguing, interlibrary loans, exchanges, and maintenance of Library materials. Provide internal training and support to Library staff on ILS and technology-based services, using a "train the trainer" approach.

Provide advanced troubleshooting for the Library's technologies, including the Library's current ILS and its discovery overlay(s), e-Book/e-Audiobook platform(s), electronic resources and subject databases, and access authentication management.

Prepare detailed instructional manuals for the use of all Library technologies as well as cataloguing and processing procedures for a wide range of material types.

Coordinate web content and provide website maintenance and updates. Analyse the Library's website performance and identify improvements to ensure that the website is AODA-compliant, functional and informative for the public.

Maintain records of electronic subscription products, including authentication methods, administrator logins and passwords, set-up and procedural documentation, and renewal dates.

Research and test new products and services and make recommendations to the Director of Library Services to assist in decision-making regarding new directions in technology and the purchase of specific products.

Manage the compilation of Library use statistics. Analyse key metrics to assist in the development and evaluation of the Library's long-range planning process. Provide information to drive annual planning to achieve Library's goals and objectives. Prepare reports and other information as needed.

Recommend strategic initiatives to promote and support the long-term viability of information provision and library service to the Director of Library Services, and assist in the development and implementation of Library policies regarding information services, e-services, and future integrated library systems.

Remain current on library legislation, current public library trends, information technologies, cataloguing and collections issues.

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 technical skills development where applicable and approved.

Follow all Health & Safety policies and procedures and report any non-compliance or 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 Technical Services staff. May also supervise placement students in professional or para-professional library studies. Interacts professionally with other Library staff and the public. 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 capable of advanced problem-solving and creative thinking. Has a solid understanding of the Library's technology requirements, both internally and as a service provider to the Library's clientele. Is a strategic thinker in a community service environment to ensure alignment of the Library's vision and mission. Is adept at managing competing priorities and effectively works towards continual service improvement.
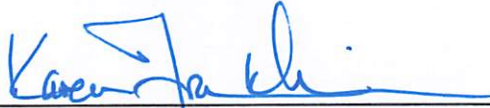
EDUCATION/EXPERIENCE/APTITUDES:

Possession of a Master's degree in Library and Information Science (MLIS) from an ALA-accredited university, with at least two years relevant experience. Additional formal education in computer science, including software engineering/information systems, is desirable. Knowledge of scripting languages necessary to create ILS and other library software enhancements. Demonstrated ability in Technical Services processes, delivery of electronic information, and integrated library systems administration required. Knowledge of public library legislation, current library services and trends, and information technologies. Exceptional analytical, communication, organizational, supervision and leadership skills, with the ability to operate in an online, networked environment. Ability to conduct in-depth technical training, taking into consideration varying degrees of comfort and ability. Strong customer service background and philosophy in order to best serve the end user. Excellent organizational, communication, and interpersonal skills.
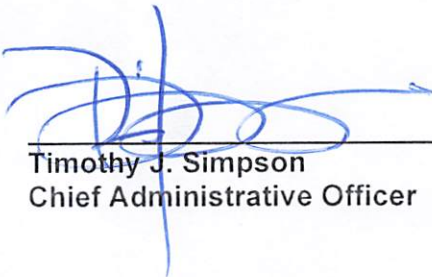
SALARY RANGE & CLASSIFICATION:

Non-union, permanent full-time position at 35 hours per week. Annual salary Job Class 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.*

September 2021

Karen Franklin
Director of Library Service

Timothy J. Simpson
Chief Administrative Officer