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Kitchener Public Library Professional Librarian - Literacy Information Services

The Information Services Department has an opening for a full-time Librarian. Reporting to the Coordinator of Information Services, the Librarian will provide a high calibre of reference service to the public. In addition, the focus of this position is to promote literacy in the community. The librarian will reach out to the community using print and electronic formats. The individual must be comfortable working with customers of all ages, and being a member of the KPL team serving the needs of adults and families. Instructional skills must be advanced and an understanding of the literacy and ESL community is an asset. This position also includes the responsibilities stated below.

RESPONSIBILITIES

- Participates in the planning and delivery of information services, and in particular the development of extended reference service and products such as developing and implementing public programs.
- Provides a high calibre of reference service to the public at all service points associated with the Information Services Department, including the Information Service Desk, InfoLink, Information Level 2 and the Grace Schmidt Room of Local History. Practices pro-active reference in accordance with established standards.
- Assumes responsibility for the development and maintenance of collections, functions as a system-wide resource for these collections, and acts as a resource for new and emerging information tools.
- Works with the community to develop partnerships and plan services that are responsive to community needs.
- Stays current with the issues and trends of the profession through reading, professional associations, listservs, and conferences.
- Performs Person in Charge (PIC) responsibilities and in this capacity ensures the smooth operation of the library system.
- Assumes supervisory responsibilities as required.
- Assumes budgeting responsibilities for assigned collections.
- Serves on library committees and task groups and Strategic Plan projects as required.
- Follows safe work practices and procedures in support of KPL's Safety and Health Policy.

QUALIFICATIONS

- MLS, MIS, or MLIS
- Must be comfortable working with customers of all ages and backgrounds
- Advanced instructional skills
- Understanding of the literacy and ESL community is an asset
- Demonstrated excellent oral and written communication skills
- Strong instructional skills
- Demonstrated strong organizational skills
- Demonstrated ability to work as a team member
- Strong computer skills and familiarity with new and emerging technologies
- Interest in developing technological resources in order to further the provision of Information Services is essential
- Interest in creating and maintaining partnerships with community agencies and organizations

Salary Range \$50,952 - \$59,106 per annum

Closing date for applications is **Friday, January 6, 2012**

If you are interested in this exciting opportunity, please forward a cover letter and résumé to:

Coordinator, Human Resources
Kitchener Public Library
Email: hr@kpl.org
Fax: 519-743-1261

Please quote Professional Librarian - Literacy in the subject line

We thank all applicants in advance and advise that only those selected for an interview will be contacted. Applications already on file will be considered. Personal information on your resume is collected under the authority of the Public

Libraries Act, R.S.O. 1990 and will be used to determine eligibility for employment. Questions about the collection of personal information should be directed to the Human Resources Department.