



JOB POSTING #106-19CCS COMMUNITY & CULTURAL SERVICES LIBRARY COORDINATOR

Date of Posting: June 7, 2019

The Elgin County Library, a vital part of the County of Elgin's Department of Community & Cultural Services and comprising ten branches County-wide, has an exciting, permanent opportunity for the position of Library Coordinator. Reporting to the department's Director, the position will work from the library's main office and entails the following duties:

- Planning, development, maintenance, training and strategic upgrade of the library's integrated library system (Innovative's Sierra platform).
- Technical support to ensure the smooth operation of all library applications in partnership with the County's Department of Information Technology.
- Overall responsibility for collection development, including print materials, e-resources and on-line databases. This includes management of the budget and relations with all vendors and consortia.
- Management of five full-time staff responsible for materials processing, branch deliveries, inter-library loan, reference and ordering of materials.
- Marketing support, including development or approval of content for web pages, newsletters, posters and system-wide resources as required.
- Development and maintenance of standards, statistics, policies and procedures for the operation of the library, including regular reports to Elgin County Council.

Hours: 35 hours per week

Salary: \$38.91 - \$45.53 per hour (2019 rate) Comprehensive benefit package and flex-time privileges as per County policies.

Effective: August 2019

Qualifications:

- Graduate degree in Library or Information Science highly preferred; or Bachelor's degree with advanced training in library science;
- Minimum five years experience in a public library setting with two years supervisory experience in a unionized setting preferred;
- Advanced knowledge of integrated library systems, especially Innovative applications;
- Superior technical skills and advanced knowledge of library cataloguing procedures, including MARC and RDA formats, on-line and mobile applications;
- Advanced skills in creating and maintaining Excel spreadsheets;
- Strong interpersonal skills combined with excellent written/verbal communication skills;
- Strong conflict management and leadership skills;
- Budgetary experience an asset.
- Valid "G" class Ontario Motor Vehicle License and the use of a reliable vehicle for County Business.

Resume Deadline: 4:30 p.m., Wednesday, June 26, 2019

To be considered, please email your resume, including cover letter to: jobs@elgin.ca The Job Posting number must be indicated in the subject line of your email. Incorrect information may result in withdrawal of your application. Confirmation will be sent upon receipt of your email application.

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.