



MARKHAM PUBLIC LIBRARY

Community Librarian

Job Posting # 2021-10

Hours: 35 hours per week on average

Salary: \$65,625 - \$73,738 per annum

Posting Date: July 21, 2021

Job Type: Union Full-time

Number of openings: 2

Grade: 6C

Closing Date: August 4, 2021 by 4:30 p.m.

Applications are now being received for the above position in the Community Engagement Department with Markham Public Library. The position is currently located at the Administration Centre.

VISION FOR THE POSITION

The work of the Community Librarian provides a strategic and integrated approach to MPL's partnership development, community engagement and programming. The community librarians, through their work with community groups, individuals and organizations, position MPL as a place where residents can come to participate in programs, discussions and dialogue on community issues. They provide residents with information and opportunities that enable them to fully participate in the community.

By building relationships with individuals as well as with community associations, organizations and businesses, they will deepen MPL's understanding of Markham's many communities and neighbourhoods ensuring the Library continues to remain relevant. Community Librarians will bring community organizations and residents together, enhancing the community's knowledge and access to resources.

DUTIES AND RESPONSIBILITIES

Community Engagement

1. Represents MPL's interests with community groups and other organizations. Actively pursues opportunities in the community to achieve the library's strategic vision and goals.
2. Works with external stakeholders and on community projects that are aligned with MPL's mandate with respect to community development and customer service.
3. Works with community members, community service providers and local citizens' groups to identify and address their literacy and library service needs. Raises awareness of the library's services.
4. Actively promotes the library's vision when meeting with external stakeholders and community organizations/interest groups. Is an advocate for the library and represents MPL at community-based citizens' meetings and other such events.
5. Facilitates community focus groups and participates in public consultation meetings hosted by the library as required.
6. Prepares reports on community development activities and opportunities arising from emerging community trends. Develops strategies to address the impact of trends on the community.
7. Represents MPL on community advisory boards and at other community engagement opportunities.
8. Seeks opportunities to partner with community-based businesses and organizations to develop and deliver new library services and programs.

9. Utilizes social media and other communication technology to engage with customers on behalf of MPL.

Service Development

10. Develops and delivers services to Markham residents beyond the library branches.
11. Plans, organizes, implements and evaluates community events on behalf of the library. Delivers special event programs in the branches and represents the library at community events.
12. Coordinates with staff to engage customers in library service development. Coordinates efforts to gather feedback and input from community groups.
13. Creates community-based programs. Develops services that will be implemented by branch or other system staff. Effectively coaches branch staff on the delivery of these services.

Outreach & Promotions

14. Assists with the implementation of MPL's outreach strategy. Develops content and delivers outreach programs to schools, local business and other organizations. Uses outreach opportunities to engage customers in library services.
15. Attends and participates in community events to promote the library to the community and other stakeholders.
16. Works with the Manager, Publicity & Social Media working to develop promotional opportunities for programs and activities through a variety of means including publicity releases, print publicity, and social media.

General Duties

17. Communicates regularly with branch staff in order to ensure awareness and support for Community Engagement strategies and services.
18. Assists in other departments and areas as required.
19. Performs other duties as required

QUALIFICATIONS

1. Master's Degree in Library Science from an ALA accredited University or equivalent advanced degree.
2. Experience in advocacy, community engagement, social work, public relations or marketing is strongly preferred.
3. Minimum of 2 years related work experience.
4. Must have a valid driver's license and access to a vehicle.
5. As a condition of employment, the successful candidate will be required to provide a satisfactory Vulnerable Sector Screening check.

DEMONSTRATED SKILLS

1. Excellent customer service skills. The ability to work with a diverse community and work with a wide range of ages, skill level, and interests.
2. Ability to communicate in one of the dominant languages of the Markham community (in addition to English) an asset.

3. Exceptional communication skills, including superior public speaking skills and experience, and the ability to present effectively and persuasively.
4. Exceptional networking and relationship-building skills required.
5. Excellent creativity, strategic thinking and problem solving skills.
6. Demonstrated ability to manage a high volume of work, multiple priorities and working to tight deadlines.
7. Available to work weekends and evenings as required and to attend community and library events.

CORE COMPETENCIES

- Anticipates Customer Needs
- Leads Others, Without Authority
- Manages Multiple Priorities
- Presents Effectively
- Thinks Creatively
- Engages the Community
- Inspires Accountability and Teamwork
- Builds Teams

WORKPLACE HEALTH AND SAFETY

This position shall:

- Learn the Occupational Health and Safety Act, the Board's Health and Safety Policy and program, and observe and comply with health and safety regulations and procedures.
- Report health and safety hazards, incidents of infractions of the regulations to the immediate supervisor.
- Use, wear and care for protective devices, clothing and safety equipment provided by the Board for personal protection.
- Bring suggestions for the correction of occupational health or safety hazards to the attention of the immediate supervisor.

Please note that Markham Public Library is open 7 days per week, and regular weekend work is required.

All interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of the position to:

E-mail: jobposting@markham.library.on.ca

Please quote the job posting # 2021-10 on the Subject line when applying.

**Recruitment Department
Markham Public Library
6031 Highway # 7
Markham, Ontario
L3P 3A7**

We thank all applicants for their interest, however, only those selected for an interview will be contacted.