

## **ARNPRIOR PUBLIC LIBRARY - COMMUNITY SERVICES LIBRARIAN**

35 hours / week ; may work some weekend and evening hours

Salary Range: \$63,833 - \$75,097

### POSITION SUMMARY

Excellent customer service is the foundation of a positive relationship between the Arnprior Public Library and its community. Reporting to the CEO, the Community Librarian directs and supervises all aspects of communications, fundraising and adult programming in the library and via outreach.

### QUALIFICATIONS

- Post secondary education – MLIS, Library Technician Diploma or equivalent including Degree in Communications
- Extensive knowledge of current computer applications in libraries including circulation /cataloguing systems, on-line database systems and all aspects of Microsoft Office Suite and proficiency with social media, eNewsletter distribution and website editing platforms.
- Thorough knowledge of Public Library Act; Arnprior Public Library Board Policies and procedural policies particular to the Arnprior Public Library
- Advanced written and verbal communication skills in English; French is an asset
- Ability to manage multiple projects with attention to detail and think creatively
- Successful experience working in cross-functional and collaborative teams
- Proven interpersonal abilities in dealing with the general public and staff
- Valid driver's license and access to a vehicle

### DUTIES

#### PROGRAMMING / OUTREACH

- Co-ordinates a variety of library programming including author visits, booking music performances, fundraising events and manages on-going library based clubs and meet-ups; Includes technology set-up for events.
- Approves expenditures within programming and fundraising budgets.
- Reserves library space(s) to host programs and determines set up requirements including physical space, sound equipment, stage lighting and décor.
- Manages volunteers assisting with program set up and delivery
- Represents the library at various community events by organizing and hosting pop-up library services.

## COMMUNICATIONS

- Works closely with the CEO and library employees to design and implement consistent standard practices related to communications including marketing, branding, campaigns and programming.
- Makes recommendations to the CEO regarding strategies and priorities for the website, social media, integrated marketing and interactive services to ensure a high level of client usage and satisfaction with library services.

## CIRCULATION / PUBLIC SERVICE

- Assumes responsibility for public services, safety of the building, staff and patrons as well as the computer systems in the absence of the CEO.
- Maintains a high level of confidentiality
- Operates the automated library circulation system to check books in and out; registers new members; collects membership fees and issues receipts including charitable tax receipts; collects fines; and other public service duties as they arise.
- Assists library patrons to find the information they require by analyzing the request and utilizing the automated catalogue and the Internet.
- Troubleshoots computer systems including Internet stations and WiFi access
- Deals with customer service issues and keeps CEO informed of them
- Attends OLS training workshops particular to programming and communications