



Job Posting

Milton Public Library inspires through discovery, collaboration and creation as an equal opportunity employer, who is committed to diversity, inclusion, equity and anti-racism. As one of the fastest-growing municipalities in North America, Milton Public Library (MPL) is an award winning system focused on innovation and empowering the community to: Read. Learn. Create. Connect.

Position:	Collection Librarian – Children and Teens
Status:	Full Time Band XI
Salary Range:	\$69, 870.48 - \$84, 212.33 annually (effective April 2024)
Home Location:	Main
Hours of Work:	Works 70 hours over a two week period including evenings and weekends

Position Summary

The Collections Librarian, Children and Teens is responsible for the development, diversity, monitoring and evaluation of MPL's collection with a specific focus on Children and Youth collections in all formats, including Video Games and the Library of Things.

Typical Duties and Responsibilities

1. Builds and curates assigned collections that are diverse, equitable and representative that appeal to and meet community needs.
2. Manages the selection, purchase and deselection of Children and Teens collection in all formats.
3. Effectively manage relationships with key stakeholders and vendors.
4. Coordinates and critically reviews the Automatic Release Plan, approval processes and other selection methods with vendors.
5. Provides recommendations and advice to programing staff on collection-related programming.
6. Leads and coordinates marketing and promotions of the Children and Teens collection.
7. Use various analytical and maintenance tools to effectively administer and assess all aspects of the collection system, including weeding and monitoring of collection performance.
8. Identify and coordinate opportunities for community outreach and engagement, with a focus on enhancing and diversifying the collection.
9. Responds to Request for Reconsideration and Request for Purchase Forms for MPL in conjunction with the Director, Support Service.
10. Development and delivery of training for library staff pertaining to acquisition or curation of collections.
11. Demonstrates customer service excellence in delivering in-depth reference and reader's advisory services and the effective merchandising of collections, including the development of new merchandising initiatives.
12. Supports MPL's virtual presence, identify marketing outreach and other opportunities.
13. Chair MPL's collections committee (Children & Youth) and contributes to the planning of Public Service and Support Services.
14. Contributes to the development of service goals and policy development.



15. Provide input into the Collection Management Policy.
16. Acts in an “In-Charge” capacity as required and attends relevant meetings, workshops, courses and conferences as required.
17. Performs other duties as assigned.

Qualifications

- Master of Library Science (MLIS) from accredited programme with one year of Children and Teens Collection management experience.
- Experience in community outreach and engagement
- Demonstrated experience in program development
- Knowledgeable with new and emerging technologies
- Experience in an automated environment and with computer skills
- Strong customer service background
- Excellent oral and written communications skills
- Valid G class drivers license and access to a reliable vehicle
- Ability to work independently and in team environment

Work Environment

- Unionized position as part of CUPE Local 4366
- Ability to bend and reach upper and lower shelves and lift items up to 10kg
- Works in a fast-paced environment
- Works at any MPL library location
- Works as per the assigned schedule, including evenings and weekends as per the provisions within Collective Agreement.
- The position must work at least one evening shift (1PM to 9PM) per week and one weekend shift per month.

Application Process

Interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of this position by **5:00 pm on April 8, 2024** quoting posting **24-01** to:

Human Resources

Email: careers@beinspired.ca

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

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, for recruitment purposes. Questions about this collection of personal information should be directed to: Chief Librarian, Milton Public Library, 1010 Main Street East, Milton, ON, L9T 6H7

We encourage qualified applicants to apply and will accommodate their needs of under the Human Rights Code in all parts of the hiring process in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA). If you require accommodation at any time throughout the recruitment process, please contact Human Resources at careers@beinspired.ca