



Job Posting

Milton Public Library is committed to inspiring through discovery, collaboration and creation. As one of the fastest-growing municipalities in North America, Milton Public Library (MPL) is an award-winning system focused on innovation. MPL empowers the community to: Read. Learn. Innovate. Connect.

Position:	Adult Services Librarian
Status:	Full Time (Level XI)
Salary Range:	\$71,966.59-\$86,738.70 annually
Home Location:	Sherwood Branch
Hours of Work:	70 hours over a two-week period

Position Summary

The Adult Services Librarian is responsible for the development, delivery and coordination of community outreach, engagement activities and programs with a focus on adults. The Adult Services Librarian has a strong emphasis on building and maintaining community partnerships with a wide range of groups within their portfolio. The Adult Services Librarian participates in ensuring a balanced, current and relevant collection of library materials, as assigned, and delivers public services such as reference and readers advisory. The Adult Services Librarian also acts in an “In-Charge” capacity.

Typical Duties and Responsibilities

- Responsible for the oversight, coordination and delivery of programs and services with a focus on adults
- Identifies and coordinate community outreach and engagement opportunities with a focus on adults
- Actively seeks and develops community partnerships. Works collaboratively with different agencies, departments, locations and teams to ensure quality Adult based programs that meet our customers’ needs
- Demonstrates customer service excellence in the delivery of in-depth reference and readers’ advisory services and the effective merchandising of collections, including development of new merchandising initiatives
- Participates in the collection development for an assigned area of Milton Public Libraries collection. This includes selection and evaluation to ensure MPL’s collections meet the needs of its increasingly diverse community
- Supports MPL’s virtual presence, identifying marketing outreach and other opportunities
- Participates in committee work and contributes to the planning of Public Service
- Contributes to the development of service goals and policy development
- Provides input into the Collection Management Policy
- Acts in an “In-Charge” capacity as required
- Attends relevant meetings, workshops, courses and conferences as required
- Performs other duties as assigned

Qualifications



- Master of Library Science (MLIS) from an accredited program
- One year of relevant librarian experience
- Experience in community outreach and engagement
- Experience with library materials selection
- 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 driver's 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 location
- Works as per the assigned schedule, including evenings and weekends as per the provisions within the Collective Agreement

Application Process

Interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of this position by **October 4, 2026, by 11:59pm** quoting posting **26-09** to:

Human Resources

Email: careers@beinspired.ca

Candidates are asked to submit their cover letter and resume in a single document titled as follows:
LastName, FirstName_Posting#26-09

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

The Milton Public Library thanks 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

The Milton Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact Human Resources at careers@beinspired.ca