

FORT ERIE PUBLIC LIBRARY CAREER OPPORTUNITY
Children's and Teen Services Librarian

The Fort Erie Public Library Board seeks a full time public library professional to coordinate and implement educational and recreational children's and teen programs; and collection development of children's and teens materials.

Qualifications:

- Master of Library and Information Science degree (MLS) from an accredited university
- Two – three years related experience in: coordinating and implementing educational and recreational children's and teen programs; collection development of children's and teen materials; and liaising with other youth oriented groups to promote and enhance the library's role in developing reading skills and use of public libraries
- Sound knowledge of collection analysis, collection development and collection management of children's and teens reading and informational materials
- Ability to develop and deliver professional services to the public
- Ability to utilize computer based children's and teen educational software and the Internet
- Valid Driver's License is required

Responsibilities:

Accountable for the effective and efficient provision of children's and teen information services to the public and for overall collection analysis, maintenance and development of children's and teen material.

- Plans, develops, promotes and implements children's and teen information and programming services for multiple locations
- Advises and assists library users in the selection of and access to Fort Erie Public Library's services and collections
- Develops and maintains effective procedures and assists in developing policies related to children's and teen programming and services.
- Liaises with schools, other libraries and members of the profession, to keep abreast of trends, techniques and standards in the delivery of public library children's and teen service to assist in short and long term planning in the corresponding areas of responsibility.
- Evaluates, selects and deselects children's and teen materials.
- Purchases and monitors the budget for the children and teen materials.
- Procures performers for children's and teen programs and monitors children's and teen portion of the programming budget.
- Directs and trains staff on procedures for promoting and assisting in the implementation of children's and teen programs and information services at the library's multiple locations.
- Regularly performs service desk duties.

HOURS OF WORK: 35 HOUR PER WEEK
RATE OF PAY: \$28.67 - \$30.17 per hour
DEADLINE FOR APPLICATIONS: SATURDAY, MARCH 16, 2019 AT 5:00 P.M.

Offers of employment will be conditional on the successful candidate providing at their own expense, a satisfactory criminal reference check prior to commencing employment.

Email resume to: Maria Brigantino, Business Administrator, mbrigantino@fepl.ca

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