

# HALTON HILLS PUBLIC LIBRARY

Imagination | Innovation | Opportunity

**Career Opportunity:**                    **Halton Hills Public Library**  
**Children's Services Librarian**  
**One (1) Full Time, Permanent position**

The Town of Halton Hills, located 45 minutes from Toronto, is a unique and vibrant community with over 61,000 people and two well-established Library Branches. HHPL welcomes more than 250,000 visitors annually and more than 260,000 website visitors. We empower our patrons to learn, read, create, innovate and experience at our Library. We strive to remove barriers and to foster an atmosphere of learning, support, understanding and inclusion. We employ over 35 professionally-trained Library staff, who go above and beyond to provide stellar service to our patrons and deliver high-quality programs and relevant events. If this excites you, we'd love to continue the conversation.

## **Position Summary**

This position is responsible for developing, delivering, and evaluating programs, outreach and partnership opportunities with an evolving and diverse community, aimed at increasing the profile and use of the Halton Hills Public Library. The position supervises the Library Associates responsible for the delivery of children's services and is responsible for providing information assistance to Library patrons, especially children.

## **Position Responsibilities**

These responsibilities indicate the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required and as the nature of library services evolve.

### ***Children's Services***

- Be responsible for the development, delivery, and evaluation of in-person and virtual programs, outreach and partnership opportunities with organizations, groups, agencies, businesses and other stakeholders that serve children in order to increase the use of library resources and services in response to the current and future needs of the community
- Plan, conduct, and evaluate dynamic, innovative, multiple-literacy, and child-oriented programs such as STEAM (Science, Technology, Engineering, Arts, and Mathematics), creative writing, and Makerspace activities, as well as programs on current technologies, social media, e-resources and desktop software
- Build and foster effective teams composed of Library Associates who are responsible for delivering project-based outreach services or programs
- In relation to children, identify community needs, trends and demographics, and develop and manage community-based initiatives to ensure that they meet community needs

- Facilitate effective communication with partners to respond to the community’s evolving needs
- Research best practices for children’s services work in public libraries
- Coordinate the Library’s child-related activities at outside events and to community organizations
- Seek opportunities to promote library services through presentations, membership on appropriate committees, and through participation in community events
- Actively develop and maintain resources to support community outreach and partnership development

***Leadership***

- Deliver excellent customer service
- Develop children’s initiatives that support HHPL goals in collaboration with other Library departments
- Participate in Library’s extended leadership team meetings
- Participate in leading appropriate section of departmental meetings

***Supervisory***

- Manage, recruit, train, coach and evaluate the Children’s Services team
- Supervise the work of designated summer and coop students
- Direct and monitor the performance of Pages/Volunteers

**Qualifications**

***Essential***

- Minimum education: Masters of Library Science or equivalent from an accredited institution.
- Equivalent of two years’ experience working in a public library setting
- Strong team leader and team builder, both within the branch and in the community
- Demonstrated experience in community programming and customer service
- Superior facilitation and interpersonal skills
- Exceptional programing and presentation skills
- Experience in recruiting, training, setting tasks, and supervising/coaching staff
- Strong written and oral communication skills
- Well-developed organizational, analytical and project management skills
- Demonstrated ability to develop, review and recommend changes to policies and procedures
- Demonstrated ability to manage multiple projects with minimal supervision

***Desirable***

- Bachelor’s degree in Education, with Library Additional Qualifications, Early Childhood Education Diploma, demonstrated background in child development

**Hours:** 35 hours per week  
Includes evenings and weekends in both Acton and Georgetown branches

**Salary Range:** \$72,310 – \$86,085 annually + competitive benefits and pension

**Application Deadline:** Sunday, January 17, 2021

**Start Date:** Feb 2021

**To Apply:**

Qualified candidates may submit a detailed cover letter and resume in confidence to the Library by January 17, 2021. Those candidates offered an interview will be required to provide the names and contact information of three references at that time.

**Please identify the title of the position that you are applying for in your cover letter and in the subject line of your email.**

Please apply using only **one** method of application below.

**Email:** [barb.elliott@haltonhills.ca](mailto:barb.elliott@haltonhills.ca) (preferred)

**Mail:**

Barb Elliott, Executive Assistant  
Halton Hills Public Library  
9 Church Street  
Georgetown, Ontario  
L7G 2A3

RE: Children's Services Librarian

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted.

The Halton Hills Public Library is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Library's Administrative Assistant at 905-873-2681 Ext. 2523 of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.