



Employment Opportunity

Position:	Librarian 1	Job Code:	CPL2021-05
Position Type:	Regular Full Time	Hours of Work:	35 hours per week
Location:	All	Department:	Programming & Community Connections
Pay Grade:	22	Hourly Rate:	\$34.27 per hour
Posting Date:	January 5, 2021	Closing Date:	January 15, 2021

Coquitlam Public Library

Coquitlam Public Library engages our diverse community through creativity, discovery and knowledge. We are committed to building community connections and engagement, technology and innovation, service excellence, and increased Library access through physical, online and mobile services. The Library has two branches as well as the Library Link, our mobile library.

Position Overview

The Coquitlam Public Library is currently seeking a Librarian 1 to join our team. As a Librarian 1, you will be a leader who engages directly with Library customers, stakeholders and partners to provide exceptional programs and services to a diverse population. You will work collaboratively in a team environment and be a flexible and innovated problem solver.

Duties Include

- Developing and delivering in person and virtual programming with a significant focus on adult, senior, and newcomer audiences to cover areas such as multicultural awareness, lifelong learning, civic engagement, and, social connectivity.
- Assessing current and future community needs by working closely with external individuals, groups and organizations.
- Developing and utilizing performance metrics.
- Leveraging existing community partnerships and developing new partnerships.
- Representing the Library on various community committees and working groups.
- Supervising and reviewing the work of non-professional staff, while overseeing and directing workflow within specific departments as it relates to programming and/or projects.
- Develops and provides training to library staff in areas related to the position, offers orientation and instruction to the public on use of library resources.
- Leading and participating in various cross-functional project teams.
- Performing other duties as assigned.

Conditions of Employment

- Successful incumbent must complete a criminal record check prior to commencing work.
- Required to join CUPE Local #561.
- Valid Driver's License for the Province of BC.
- Required to work at any branch of the Coquitlam Public Library System as well as the Library Link and out in the community. Travel between locations is required.

Requirements

- Masters of Library and Information Studies (MLIS) from an accredited institution OR an equivalent combination of training and experience.
- Experience in developing and delivering engaging programs to diverse audiences.
- Excellent English communication skills, both verbal and written. Ability in a non-English language is an asset.
- Evidence of curiosity, self-learning, and ongoing professional development.
- Ability to supervise others.
- Ability to work with and learn new technologies.
- Proficiency with standard office equipment and software, as well as familiarity with a variety of personal devices and platforms.

- Strong collaboration and team-building skills.

What We Offer

In addition to an excellent compensation package, we provide a working environment that supports knowledge, innovation and fun. We strive to inspire learning and service to our diverse community. If you have a proven commitment to providing exceptional customer service in a team environment, with a friendly, patient and outgoing personality, we are interested in meeting you.

TO APPLY FOR THIS POSITION:

Please send an email to humanresources@coqlibrary.ca with your cover letter and resume attached in PDF format. The subject line must include the job code. If you are applying for more than one posting, only one email is required; however, please include all applicable job codes in the subject line.

ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.