ANNAPOLIS VALLEY REGIONAL LIBRARY
Job Description

Job Title
Programming Librarian

Classification
Librarian, Salary Band 8
2023-2024: $56,638-$65,902
2024-2025: $58,458-$67,722

Reports to
Coordinator of Public Service

SUMMARY OF JOB
Under the supervision of the Coordinator of Public Service, and in alignment with the AVRL's strategic plan, the Programming Librarian is responsible for designing and implementing the suite of programs at AVRL for children, youth, and adults. This position is responsible for training other staff and coordinating system-wide efforts to achieve AVRL's strategic goals for public service through inclusive and impactful programs.

DUTIES
- Drafts and executes approved programming strategies to increase AVRL's reach in the community; collaborates with Branches to deliver coordinated efforts across the Region
- Delivers programs across the Region to supplement Branch capacity or for special events
- Trains staff in best practices related to program design and delivery
- Ensures a strong focus on diversity, equity, and inclusion in the development of programs, outreach and partnerships in order to build community, foster a sense of belonging and create a more inclusive environment
- Develops relationships with community organizations as appropriate; brings forward ideas and initiatives for community collaborations
- Uses outcomes-based planning and analytics to monitor progress and success of library programs; adjusts strategies as appropriate
- Represents AVRL at public and outreach events
- Other related duties as required

EDUCATION
Masters of Library and Information Science from an accredited ALA school. Equivalent combinations of education and experience are welcomed.

EXPERIENCE
Five years of library experience, including experience with the direct delivery of programs for multiple age groups.

TYPE AND LEVEL OF SUPERVISION

No formal supervision; will train, assist, or lead other staff with tasks related to program development and delivery.

KNOWLEDGE AND ABILITIES REQUIRED

Communication
- Practices conversation as a valuable means of exploring ideas and making sense together
- Communicates effectively using a variety of methods
- Communicates effectively with a variety of audiences and individuals from diverse backgrounds
- Selects and applies the most appropriate and effective communication skills to meet situational needs

Collaborative Relations
- Develops and maintains healthy relationships with others to achieve common goals
- Works collaboratively in teams or groups
- Demonstrates an aptitude for collective problem solving
- Practices informal leadership
- Employs effective strategies to manage organizational politics, conflict and difficult co-worker behaviours

Learning and Mindset
- Pursues a commitment to self-directed learning
- Manages the ongoing development of competencies and the advancement of one's career
- Anticipates and adapts to change with a sense of optimism and opportunity
- Pursues creative and innovative approaches to library service

Ethics and Values
- Demonstrates an active commitment to service that guides work performance
- Understands and acts in accordance with the professional values and ethics of library service
- Demonstrates a strong work ethic and personal accountability
- Demonstrates loyalty and commitment to the organization

Public Library Sector
- Understands the framework for public library service in Nova Scotia

Service/Department Oversight
- Understands the operations of the service or department
- Connects the work of the service or department with the organization's decision-making processes

Community Relations

- Documents library use in terms of community impact and value
- Builds community-wide support for the library, using a variety of methods
- Uses social media effectively for interaction and engagement
- Understands and supports community resilience and well-being
- Forms strategic partnerships with community organizations

Marketing

- Employs a variety of marketing and promotional tactics to raise awareness of the library and its programs and services
- Understands and applies marketing theories and practices
- Develops, implements and evaluates an ongoing marketing plan for the library

Customer Service

- Provides assistance to library users in a manner that is warm, welcoming, and respectful
- Facilitates requests for information and provides accurate and appropriate answers
- Demonstrates comfort in assisting library users with disabilities and accommodating special needs
- Demonstrates a good working knowledge of the full range of programs and services offered by the library

Basic Computer Literacy

- Performs basic functions of e-mail applications
- Performs basic calendar operations and task management
- Understands and uses basic computer hardware and peripherals
- Understands and performs basic operating system functions
- Understands and performs basic functions and tasks of common software programs
- Performs basic printing operations from common applications
- Demonstrates beginner-level proficiency with word processing programs
- Demonstrates beginner-level proficiency with spreadsheet programs
- Demonstrates beginner level proficiency with mobile devices
- Demonstrates beginner-level proficiency with electronic publishing applications

Intermediate Technology

- Demonstrates a general understanding of all the technologies utilized by the library: e.g. catalogue, website, social media, etc.
- Understands and uses the Internet and web based applications
- Performs basic information searches
- Understands common security protocols related to Internet use
- Understands and uses common social media tools
- Uses technology to share information, communicate, and collaborate

Software Proficiency

- Demonstrates intermediate to advanced proficiency with presentation programs
- Demonstrates familiarity and beginner-level proficiency with document management programs
- Demonstrates familiarity and beginner-level proficiency with web-based office applications for online collaboration
- Demonstrates beginner-level proficiency with database applications
- Demonstrates intermediate to advanced proficiency with photo-editing programs
- Demonstrates intermediate to advanced proficiency with electronic publishing applications

Web Design and Development

- Updates the library website
- Demonstrates proficiency with video and audio production programs