

# Neighbourhood Librarian

## Public Services

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| <b>Posting Number:</b> | 24-24 T                                   |
| <b>Status:</b>         | Temporary, Full-time, for up to 12 months |
| <b>Location:</b>       | Frances Morrison Central Library          |
| <b>Hours of Work:</b>  | 36.25 hours per week, mixed schedule      |
| <b>Salary Range:</b>   | \$61,348.80 - \$73,870.56 annually        |
| <b>Closing Date:</b>   | May 6, 2024, at 4:30 pm                   |

### Position Overview

The Neighbourhood Librarian is responsible for engaging the community in library events and services, programming planning and delivery, advanced information services, and collection development recommendations for Saskatoon Public Library (SPL) at the assigned branch.

The Neighbourhood Librarian maintains a focus on the surrounding community, working in coordination with library employees, Community Librarians, Programming Librarians, and Welcoming Initiatives Librarians to ensure the library provides relevant services, events and partnerships that meet the needs of nearby neighbourhoods. Working with the Manager, Branches, the Neighbourhood Librarian reviews existing services and develops innovative events and services that are reflective of community needs. This position works to support these needs in alignment with SPL's Strategic Plan and Service Model.

The Neighbourhood Librarian provides customer service and support for in-house reference services. This includes helping respond to in-person questions, virtual questions, readers' advisory requests, technology questions and research in special collections. This position is also responsible for resolving patron concerns and planning, implementing and assessing local programs in accordance with SPL's established guidelines.

The Neighbourhood Librarian participates on assigned teams and committees and will have the opportunity to participate in the system-wide planning of services, events and other organizational projects.

The Neighbourhood Librarian may be required to adjust work priorities and assume responsibility for the portfolios covered by the Community Librarian, Programming Librarian and/or Welcoming Initiatives Librarian in order to align with strategic priorities and needs. The Neighbourhood Librarian may be required to assume temporary operational supervision of the assigned branch in the absence of the Manager, Branches and/or Senior Library Service Associate.

## Key Duties

1. **Community engagement and relationship building**
  - Meeting with community members during events both at the library and in the community.
  - Community mapping and planning for community engagement in the Branch area.
  - Working with Community Librarians, Programming Librarians and Welcoming Initiatives Librarians to implement surveys and other forms of community conversation, consultation and research in areas surrounding the library.
2. **Planning, implementing and assessment of community services**
  - Working with Community Librarians and partners to develop and implement public services within the library or in the community surrounding the library.
  - Services may be delivered by other SPL employees, community partners or as part of vertical teams.
3. **Customer service and information public service support**
  - Providing in-depth reference services to library patrons and community members.
  - Resolving routine patron concerns.
4. **Collection development recommendations**
  - Working with the Community Librarians, Welcoming Librarians and Selection Librarians to make collection development recommendations that serve the needs of the community.
5. **Planning, implementing and assessing library events**
  - Working with colleagues and partners to develop and implement events in the library and in the community.
  - Programs may be hosted or run by other employees at SPL or as part of vertical teams.
6. **Outreach**
  - Planning and participating in library services and events in the community.

## Qualifications

- Masters of Library Science or Masters of Library and Information Science Degree from an ALA-accredited program.
- Minimum of one year experience within the past five years working with the public.
- Ability to travel independently to and between SPL activities and locations as required.

**Criminal Record Check:** Yes

**Vulnerable Sector Check:** No

**Educational / Credential Verification:** Yes