

Employment Opportunity

Position:	Librarian 1	Job Code:	CPL2019-40
Position Type:	Regular Full Time	Hours of Work:	35 hours per week
Location:	All	Department:	Programming and Community Connections
Pay Grade:	22	Hourly Rate:	\$33.60 - \$39.56 per hour
Posting Date:	June 3, 2019	Closing Date:	Until filled

Coquitlam Public Library

The 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

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 innovative problem-solver.

Duties Include

- Developing and delivering programming with a significant focus on adult, senior, and newcomer audiences. Target program areas include: multicultural awareness; lifelong learning; civic engagement; and, social connectivity.
- Assessing community needs by working closely with external groups and individuals.
- Developing and utilizing performance metrics.
- Leveraging existing and developing new partnerships.
- Representing the Library on various community committees, working groups, etc.
- Supervising the work of non-professional staff.
- Teaching/instructing customers and staff in areas related to the position.
- Leading and participating in various cross-functional project teams.
- Performing other duties as assigned.

Requirements

- Graduation from University plus a degree in Librarianship from an accredited library school 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 staff.
- 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.

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.

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.

PLEASE FORWARD YOUR APPLICATION TO:

Human Resources Office at the Coquitlam Public Library
575 Poirier Street, Coquitlam BC, V3J 6A9 or humanresources@coqlibrary.ca

ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.