

Belleville Public Library and John M. Parrott Art Gallery
Job Posting

POSTING DATE (External): 16 July 2024 **POSTING #BPL024-009**

EXPIRY DATE (External): 1 August 2024

JOB TITLE: **Coordinator of Circulation and Patron Services, Full-time (Temporary)**

Position Description:

Reporting to the Chief Executive Officer, the successful candidate is responsible for the coordination, organization and evaluation of circulation and patron services for the Circulation Department.

Qualifications:

- Master of Library & Information Science from an ALA accredited library school
- Minimum of three years professional library experience
- Knowledge of and experience with delivery of circulation services and with automated circulation systems
- Demonstrated experience working with children, youth and adults
- Demonstrated experience in the delivery of information services
- Demonstrated experience coordinating and directing volunteers
- Project management experience
- Familiarity with and experience with social media and current trends in online marketing and communication
- Good understanding of emerging trends, new technologies and advancements in information services
- Excellent supervisory skills, including the ability to train staff and promote teamwork
- Excellent communication skills and organizational ability
- Strong customer service focus
- Strong collaboration skills

Responsibilities:

- Plans, coordinates and evaluates circulation and patron services for the circulation department
- May assist with collection development for children's, youth and adult materials
- As a member of the supervisory team, works collaboratively with other library departments to achieve the goals of the Belleville Public Library
- Supervises staff in areas of responsibility
- May provide reference service to the public, in person, by phone or by email
- Assists with supervising security services
- Participates in special projects
- Acts as person in charge of the library as required

This is a full-time temporary position within the Bargaining Unit for a period of up to one year and six months. Evenings and weekend shifts required as per the Collective Agreement.

Hourly Rate of Pay: \$36.95

The Belleville Public Library invites applications from all qualified individuals. The Library is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.

Please forward application to:

Jane VanManen, Administrative Assistant
Belleville Public Library and John M. Parrott Art Gallery
254 Pinnacle Street, Belleville ON K8N 3B1
jvanmanen@bellevillelibrary.ca