



Freedom to Belong and Discover

Please send application to recruit@hpl.ca by 11:59pm on October 21, 2025.
Please quote job title, department or location, and position number.

JOB TITLE:	Community Librarian
PAY BAND:	Grade G (\$40.774 to \$47.969, hourly)
POSITION STATUS:	Temporary, Full Time
POSITION #:	8715
LOCATION:	Red Hill and Parkdale
START DATE:	As soon as possible for a period of up to 12 months.
SCHEDULE:	35 hours per week, up to two (2) evenings per week and Saturday/Sunday rotation.

JOB SUMMARY:

Reports to the Manager; Assists Manager with daily operations; Coordinates services; Oversees and instructs staff; Acts as a resource person; Provides leadership and expertise for planning, developing and implementing local and system-wide programs and services; Responsible for front-line customer service within and beyond the walls of the library to community members; Provides leadership in the provision of services to promote lifelong learning in the community—including literacy, reference/readers advisory service, programming, and technology support; Selects materials for children and teens in all formats using established guidelines.

JOB DUTIES:

Assists Manager; oversees daily operations; oversees and instructs staff; monitors staff performance and recommends appropriate interventions; develops individual learning plans and provides feedback and progress reports; acts as a resource person

Prepares an integrated schedule for location, using established guidelines; forwards for approval; oversees the maintenance of timekeeping and statistical records

Provides active leadership and expertise for planning, developing and implementing local and system-wide programs and services; assumes a leadership role on teams/committees; presents information to staff and at professional meetings and conferences

Develops and implements programs and services that are relevant to the needs and interests of the community and the system

Responds to facility and service issues following established guidelines; contacts the Facilities Help Desk, the Digital Technology Helpline or Management as required

Reviews services and operations; recommends changes; recommends objectives and outcomes; plans and implements projects; participates in branch planning, strategic planning processes and system initiatives; develops and executes work plans

Provides information services; conducts reference interviews; develops search strategies; recommends appropriate materials and formats

Develops and maintains an in-depth knowledge of collection and information resources; evaluates services for readers, Internet resources and online databases

Selects materials for children and teens in print, non-print and electronic formats in assigned areas; ensures that Library collections have depth and scope, reflect new and emerging needs and meet the diverse needs of youth Actively reads a wide range of reviewing journals, publisher and vendor catalogues and resources in print and online

Selects materials within established budget; monitors approved budgets to ensure selection activity and budget is on target; recommends budgets for special projects; participates in annual budget review

Monitors automatic and continuous order plans; initiates plan adjustments and reviews

Maintains and merchandises collections applying system guidelines; identifies collection gaps

Demonstrates and instructs staff and customers in the use of library resources; plans and conducts training and provides orientation to services, collections, policies and procedures

Develops and maintains community contacts; represents the library in the community; identifies and modifies library services to reflect community needs and interests; provides outreach and makes presentations to community groups; promotes library collections and services to the community

Monitors, assesses and evaluates professional and community trends Maintains professional knowledge and awareness of best practices for library services; attends training sessions and staff meetings Plans, conducts and reviews programs such as story times and class; organizes tours and special events

Provides circulation and membership services including maintaining good public relations with customers, interpreting and communicating library policies and procedures to customers, interpreting library account information, registering customers for membership and informing customers of damages to materials, materials mix-ups etcetera; resolves or refers complaints

Explores issues and develops solutions to better serve customers; coaches staff on and demonstrates excellence in customer service

Creates and maintains content for the library's website

Writes, updates and evaluates manuals and procedures; writes reports; composes correspondence; compiles and analyzes statistics; inputs and retrieves data

Receives and counts cash such as fine and float monies; issues receipts and refunds; sells items such as USB flash drives and headphones Loads and unloads library materials

Performs preventive maintenance on equipment; contacts service personnel as required Performs other duties as assigned which are directly related to the major responsibilities of the job

MINIMUM QUALIFICATIONS:

Educational Requirements:

Master's Degree (MIS or MLIS) from an ALA accredited Library School.

Qualifications:

Valid Ontario Driver's Licence Class G

Experience:

Relevant knowledge of and experience applying theories of infant, child and adolescent learning to the development of library services and programs for youth

Supervisory knowledge and experience organizing the workflow of self and others

Relevant knowledge and experience of planning and evaluating library services, collections, programs and training

Excellent working knowledge and experience of computer applications including word processing, spreadsheet and presentation software, online databases, Internet browsers, software applications for website creation and maintenance, information sharing technology and digitizing information

Experience in a computerized environment and working knowledge and experience with Windows and Microsoft Office applications including Word, and Excel

Skills / Competencies:

Demonstrates skill in communicating, presenting information, writing and active listening [COMMUNICATION]

Displays a strong commitment to service excellence, understands service objectives, recognizes diverse customer and work group needs and provides excellent customer service [CUSTOMER SERVICE FOCUS]

Analyzes and evaluates situations and issues, recognizes problems, anticipates consequences and develops and presents appropriate courses of action. [JUDGEMENT]

Understands and applies theories of infant, child and adolescent learning and development to library service and program development. [KNOWLEDGE/YOUTH SERVICES]

Applies knowledge of current trends in the publishing industry and the library wholesale industry and Internet social networking tools to support collection development and readers' advisory service [KNOWLEDGE/COLLECTION DEVELOPMENT]

Effectively relates and engages others in the achievement of objectives and advocates for the role and mission of the library within the community and demonstrates team leadership and credibility [LEADERSHIP]

Manages resources effectively through all stages of project planning and implementation [PROJECT MANAGEMENT]

Prioritizes activities and works effectively independently, as part of a team and leading others, sets and achieves or surpasses goals [RESULTS ORIENTATION]

Physical Requirements:

Physical ability and stamina to operate relevant equipment, to retrieve materials and to perform tasks involving the lifting and movement of library materials and equipment.

Legislative Requirements:

Works in accordance with all applicable Occupational Health and Safety, Employment Standards, Human Rights, Labour Relations and Pay Equity legislation and all other relevant legislation.

Organizational Requirements:

Adheres to policy and legislation identified in the Hamilton Public Library Policy and Procedures Manuals.

HPL employees and users of HPL cloud-based applications are required to use Multi-Factor Authentication (MFA) as an essential measure to enhance the protection of HPL's technology assets. MFA augments technological security by requiring two steps for full authentication. Employees who do not have a Library-provided cellphone are expected to use their personal cellphone or internet connected device to satisfy the MFA requirement consistent with HPL policies and procedures.

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation