

Community Librarian (Permanent Full-Time)



The Fort Saskatchewan Public Library is seeking an energetic, enthusiastic individual to provide library service in the areas of programming and virtual services within a fast-paced environment.

Duties

- Coordinate and facilitate on and off site adult, teen, and children's programming and events, including sessions offered in partnership with other community agencies.
- Coordinate and maintain digital services, collections, and resources, including website, staff intranet, social media, databases, online program registration, and other tools.
- Provide training and support for the public and staff that relate to virtual services and digital literacy aids.
- Work with Writer in Residence and other third party library service/program providers to facilitate workshops, presentations, and programs available to the community.
- Represent the Library on various community committees, and liaise with other community organizations.
- Oversee programmers and summer student.
- Other related tasks as assigned.

Qualifications

- MLIS degree from an accredited university.
- Diverse range of technical skills in the areas of web design, social media, image editing, e-content, databases, and related software.
- Proficiency with emerging digital technology, Microsoft Office, and Google productivity software.
- Strong interpersonal, time management, team, communication, and public service skills.
- Ability to lead, coordinate, prioritize tasks.
- Public library and customer service experience is an asset.
- Valid driver's license and clear criminal record check.

Starting Wage \$31.36 per hour, \$61,152 annually (includes benefits)

Hours of Work 37.5 hours per week

Start Date May 01, 2019

Application deadline for review April 13, 2019 midnight.

Please submit a cover letter and resume to

Michele Fedyk, Library Director
Fort Saskatchewan Public Library
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