



## Moose Jaw Public Library

461 Langdon Crescent – Moose Jaw, Sk. S6H 0X6

Telephone: 306-692-2787 · Facsimile: 306-692-3368  
www.moosejawlibrary.ca

**Assistant Head Librarian**  
**Moose Jaw Public Library**  
**Moose Jaw, SK**  
**Posting:** January 31, 2018

**Job Title:** Assistant Head Librarian

*Are you passionate about innovative library services? Do you enjoy working with the community? Do you have a keen eye for collection development? If so, you might be our next Assistant Head Librarian!*

### Functions

Reporting directly to the Head Librarian, this out-of-scope employee is responsible for a wide range of duties, including 1) administer the operations of the Reference & Archives Department, including all hiring, performance evaluation, training, discipline and other related tasks of the in-scope staff, ensuring compliance with the current collective agreement; 2) manage the library and archive collection in specified areas following the selection policy and current practices to ensure a well-developed collection; 3) plan, coordinate, promote and evaluate adult programs and special events; 4) promote the library in the community through public relations initiatives, publications, and liaison with other organizations, institutions and media within the city; 5) develop, implement and provide training for both staff and the public related to electronic resources, the integrated library system, and digital literacy; and 6) assist the Head Librarian with the management and operation of the Public Library.

### Required Qualifications

Master of Library and Information Sciences (or equivalent) from an ALA accredited library program; progressively responsible experience in a public library setting with demonstrated administrative, leadership, and supervisory skills; ability to work both independently and in a team environment; knowledge of current trends in technology and libraries; experience with change management; demonstrated strong interpersonal and communication skills; effective organizational and problem solving skills; acceptable current criminal records check. A working knowledge of the Polaris ILS and familiarity with WordPress are definite assets.

### Salary

Will be dependent upon qualifications and experience

Moose Jaw is a beautiful, historic community of 34,000 located just 40 minutes from Regina. The city is a tourist destination - home to the Temple Gardens Mineral Spa, the Tunnels of Moose Jaw, Saskatchewan Festival of Words and the Moose Jaw Cultural Centre.

The Moose Jaw Public Library serves as a resource centre for the Palliser Regional Library which is centered in Moose Jaw and serves a population of approximately 53,500.

Submit applications, with cover letter, resume, and the names of three references to:

Human Resources  
Moose Jaw Public Library  
461 Langdon Crescent  
Moose Jaw, SK. S6H 0X6

Or, by e-mail to [gfisher@moosejawlibrary.ca](mailto:gfisher@moosejawlibrary.ca)

Applications will be accepted up to 6:00 p.m., February 21, 2018