

October 28, 2024

JOB OPENING: Permanent assignment

**Librarian Level 2 -
Public service and cultural activities**

NATURE OF THE WORK

Located at 1967 Graham Boulevard in the Town of Mount Royal, the **Reginald J. P. Dawson Library** is looking for a Librarian Level 2 - Public service and cultural activities.

The main responsibility of the incumbent is to coordinate the operations of the Library's circulation counters, including scheduling and professional supervision of Library staff, while ensuring the quality of service offered to customers. He or she plans and coordinates all of the library's cultural activities in collaboration with the other librarians, technicians and facilitators.

MAIN RESPONSIBILITIES

- Ensures the proper functioning of loan services in accordance with established policies and procedures and ensures the quality of customer service.
- Oversees the management of employees' work schedules, determines needs, recommends approval of leave requests and schedule adjustments for all Library employees.
- Distributes work to employees assigned to the circulation counter, verifies and approves the quality and quantity of the work. Recommends to his superior all administrative measures relating to the personnel under his/her responsibility. May give relevant instructions to other professionals who have a contribution to make to his/her projects.
- Participates in the employee selection and integration processes.
- Participates in the strategic reflection on the development of the Library and its services (e.g. Créalab, an art hive).
- Participates in the development of policies, working procedures and the implementation of the best practices in his/her field.
- Responds to user requests and resolves problems related to the services offered, including loans and animations. Refers to the Division Head as needed.
- Plans all of the Library's cultural activities, coordinates their implementation and supervises the staff who ensures their implementation and promotion. Coordinates the preparation of an annual activity report on the entire programming.

- Coordinates internal and external committees, especially during major cultural events.
- Establishes the schedules of projects for which he or she is responsible and ensures that they are respected within the allocated resources; submits the discrepancies to his/her supervisor.
- Plans the publication schedule and coordinates updates to website content or other media sites.
- Maintains collaborative contacts with other services, private and public organisations, or others in his/her field of intervention.
- Prepares various administrative reports and technical documents related to his/her work.
- Plans and drafts new projects that he or she presents to interested persons.
- In the absence of the Division Head, he or she is responsible for all Library activities.
- Performs any other related tasks.

REQUIREMENTS AND QUALIFICATIONS

- ✓ Hold a Master's degree in Information science;
- ✓ Have a minimum of four (4) years of relevant experience in a similar position;
- ✓ Knowledge of the municipal environment (an asset);
- ✓ Experience in team supervision (an asset);
- ✓ Knowledge of the Microsoft Office suite;
- ✓ Mastery of documentary information systems;
- ✓ Bilingualism (French and English*): oral and written.

**Knowledge of English is a requirement due to potential interactions with the Town's citizens.*

QUALITIES REQUIRED

- Developed sense of customer service;
- Ability to work in a team and maintain good interpersonal relationships;
- Demonstrates autonomy in the performance of his/her duties;
- Inclusive leadership.

CONDITIONS AND BENEFITS

The Town of Mount Royal has advantageous conditions for its employees. For this position, it offers, among others:

- An annual salary between \$93,932.38 and \$125,243.56 (*under revision*);
- A 35-hour per week schedule, from Monday to Friday, that includes a weekend shift once every five (5) weeks;
- Insurance;
- Vacation, floating holidays and sick leave;
- Defined benefit pension plan;
- On-the-job training;
- The opportunity to advance your career.

APPLY NOW!

Applications will be accepted until **Tuesday, November 19, 2024 at 16:30**. The interviews will be planned during the first week of December.

Interested candidates should send their curriculum vitae at the attention of Vanessa Abdulezer, Senior Human Resources Advisor at humanresources@town.mount-royal.qc.ca, mentioning contest number **RH-2024-07**.

Make sure to attach all documents proving that you meet the requirements for the position and include all the relevant information for your application directly in your resume.

Questions? Do not hesitate to communicate with Vanessa Abdulezer, Senior Human Resources Advisor.

Please note that only candidates selected for an interview will be contacted.



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