



Position Title: Corporate Librarian

Position Status: Full-Time Regular

Department: Board & Information Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T27 \$3,486.53 - \$4,119.45 bi-weekly

Our Board & Information Services Department is seeking a Corporate Librarian who will plan, develop, operate and raise awareness of Metro Vancouver's library services program.

You are:

- **Passionate about applying your knowledge of current issues, trends and opportunities to provide innovative library services and spaces for Metro Vancouver;**
- **A people-oriented person who enjoys facilitating research enquiries with different client groups and to develop and maintain effective working relationships;**
- **Interested in transforming the delivery of library services and improving policies, standards and processes relating to library acquisition, cataloguing, copyright and preservation of library resources;**
- **Able to work independently and in a collaborative work environment involving partners with different requirements and perspectives.**

This role:

- **Plans and coordinates the provision of library services; identifies, selects, acquires and manages information resources to meet the requirements of client departments; prepares draft library policies and/or participates in the development of organizational policies related to issues such as copyright, retention, archiving, preservation and maintenance of internally produced documents.**
- **Administers the selection and procurement of electronic information products; negotiates vendor contracts including terms of usage and ongoing product development; issues contracts within assigned budget; ensures contract compliance; troubleshoots subscription and access problems; recommends and administers subscription renewal.**

- Provides reference, research services and information in response to a variety of requests from departmental staff, municipalities, the business community and the general public.
- Oversees the cataloguing of material acquired in accordance with approved library methods and indexing; establishes and maintains archival collections of photos and other materials.
- Prepares and administers the library budget, supervises monthly record of expenditures; distributes funds for new acquisitions and manages approved departmental allocations on request.
- Encourages and promotes the use of library services and materials; interviews clients to identify and assess their information needs; locates and evaluates potential information sources; directs information to clients; provides advice and training to staff in online searching of library resources.
- Maintains, troubleshoots and participates in upgrading and replacement of the automated library system; oversees customization of same.
- Plans, assigns and supervises the work of one or more para-professional subordinates; participates in recruitment of and trains staff; oversees the work and training of professional librarians on a contract basis.
- Performs related work as required.

To be successful, you have:

- University graduation plus a degree in librarianship from an accredited library school with considerable experience at the full professional level, including some supervisory experience.
- Thorough knowledge of the principles and practices of library science, its application to a specialized library and of the objectives, services and resources of the library.
- Considerable knowledge of the methods, techniques, equipment and practices in providing electronic resource services.
- Considerable knowledge of research practices, procedures, methods and techniques.
- Sound knowledge of the Metro Vancouver organization, functions and information requirements.
- Ability to assess client needs and to plan, promote and implement services and policies in accordance with these and with the library's objectives.
- Ability to evaluate, negotiate and coordinate the procurement of library resources.
- Ability to perform research and analytical tasks.
- Ability to prepare reports and budgetary estimates and to plan for future needs of library services.
- Ability to deal with requests quickly and effectively and to communicate information and availability of library services to Metro Vancouver and municipal staff and to the public.
- Ability to work under minimal supervision.

- Ability to establish and maintain effective relationships with internal and external contacts.
- Ability to assign, review and supervise the work of others.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by July 2, 2024.