



Kingston Frontenac Public Library

Librarian - Teen and New Adult Services

Full-time, permanent, unionized

Kingston Frontenac Public Library (KFPL) is a progressive, innovative, sixteen branch library system with a mission to provide exceptional customer service within the context of a warm and welcoming environment. KFPL enjoys remarkable support from the public and community groups in the City of Kingston and the County of Frontenac, making the organization one of the most dynamic public library systems in Ontario.

Primary Duties:

The Librarian, Teen and New Adult Services is a dynamic, community-focused member of the team delivering programs and outreach services to the public. Knowledge of library and technology trends, enthusiastic support of the youth voice and excellent event management skills will enable the development of programs, initiatives and partnerships that respond to the interests and needs of patrons. In addition the Librarian, Teen and New Adult Services will:

Community Liaison

- Develop innovative strategies and partnerships to reach youth and new adult residents.
- Build partnerships with Queen's University, the Royal Military College, St. Lawrence College, and post-secondary and secondary schools throughout the area.
- Liaise with youth-serving agencies in Kingston Frontenac.

Programs & Outreach

- Plan and evaluate programs for teens, 'new adults' and adults, with emphasis on community partnerships; coordinate program delivery by Programming Assistant team.
- Develop an annual plan for community outreach.
- Coordinate Teen Review Board and Teen Book of the Week; oversee Teen Advisory Groups and coordinate programs developed by our Teen Advisory Group (TAG) volunteers.
- Facilitate New Adult Advisory Board (NAAB) meetings and coordinate programs developed by the NAAB.

- Support the Friends of the Library Create Space, and digital literacy initiatives, by developing maker and technology-focused programming, recommend new technologies to share with our community.

Marketing & Communications

- Participate in media interviews related to programs and services for teens and new adults, including live and pre-recorded television, radio and online content.
- Guide the publicity team's creation of marketing content for teen and new adult audiences; develop teen- and new adult-focused content for KFPL website and newsletters.
- Maximize use of social networking tools, blogs and other online resources to reach the target audience; coordinate submission of original content by teens and new adults for the KFPL website and social media channels.

Branch Operations

- Provide information, programs and services to the community.
- Assign work, supervise and direct the workflow of page and other library staff.
- Be knowledgeable of and follow organizational policies and procedures in fulfillment of duties.
- Act as Librarian in Charge of the library system in the absence of a Manager.

Readers' Advisory

- Create and maintain collection-related content for the library's website, social media and newsletters; evaluate and develop self-help tools in areas such as services for readers.
- Create personalized reading recommendations for patrons as part of the May We Suggest readers' advisory team.
- Actively promote all aspects of the collection in cooperation with branch supervisors, the Collections Librarian and other programmers.

Collection Development and Budget Management

- Select materials for teens and new adults in all formats for all locations in a multi-branch environment; ensure that Library collections have depth and balance, and reflect new and emerging trends meeting the diverse needs of the community.
- Assess, evaluate and maintain the collections using analytics tools; provide guidance to staff tasked with weeding projects.
- Select materials within established budget; monitor approved budgets to ensure selection activity and budget is on target; recommend budgets for special projects; participate in annual budget review.
- Work in tandem with the Collections Librarian to maintain collections, monitor relevant automatic and continuous order plans, monitor trends in young adult

publishing, and resolve collection challenges or collection problems. Receive, evaluate, and respond to purchase suggestions from the public and library staff.

Leadership, Vision and Professional Development

- Develop and maintain relevant local community, library and industry contacts; provide expertise and act as a resource person for programs, collections and services to teens and adults and other issues affecting libraries.
- Provide guidance and direction to Programming and Outreach staff who deliver programs for teens and new adults, and to youth and new adult volunteers.
- Develop metrics for evaluation of programs and services to teens and new adults, working closely with the managers of Programming and Outreach and Branches and Collections.
- Provide leadership for system initiatives; participate on committees; participate in staff training and present at professional meetings and conferences.
- Read a wide range of reviewing journals, publisher and vendor catalogues and other print and online resources.
- Maintain professional knowledge and awareness of best practices for library services.
- Review services and operations; recommend changes; plan and implement projects.

Requirements:

- Masters of Library or Information Science degree from an ALA accredited library school.
- Minimum of two years of experience working directly with teens and new adults; demonstrated knowledge of best practices in youth and new adult services in public libraries. Includes experience planning complex event series (e.g.: multiple events and venues), planning and delivering programs in a public library setting, selecting and maintaining collections, with an exceptional knowledge of a broad range of young adult literature.
- Demonstrated experience with emerging technologies and 'maker' culture, including 3D printing.
- Demonstrated experience selecting and maintaining collections.
- Demonstrated expertise with a wide range of social networking tools and technology, and best practices for their use by libraries.
- Fluency in French or another key language (Arabic, Spanish, Chinese) would be an asset.
- Direct experience as Librarian in charge of a library system.

- Excellent public relation and de-escalation skills, tact, resourcefulness, flexibility and the ability to perform in challenging situations and as part of a team, with an emphasis on customer service and technology.
- Demonstrated planning and people management skills.
- Demonstrated problem solving skills and decision making skills.
- Demonstrated conceptual and analytical skills.
- Demonstrated oral and written communication skills.

Valid Ontario Driver's Licence Class G required.

Shift work, evenings and Saturdays are required. Sunday shifts on a voluntary basis.

Wages: \$67,663 – \$74,147 per annum. A comprehensive benefits package including pension (OMERS) is provided. This position is in the bargaining unit.

Please submit a resume and cover letter before **9:00 AM, Monday, August 16, 2021** to:

Amy Rundle, Administrative Assistant
Kingston Frontenac Public Library
130 Johnson Street, Kingston ON K7L 1X8
E-mail: jobs@kfpl.ca

Pursuant to AODA requirements, accommodations for disabilities are available to job applicants who are invited to participate in an interview and who request individual accommodation during the recruitment process.

The successful candidate, to whom an employment offer has been made, shall be required to provide a current CRC (Criminal Record Check), including vulnerable sector, at his or her own expense as a condition of employment.

The Library is committed to diversity in employment opportunities and welcomes employment applicants from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ+ community and others who reflect the diversity of Canadian society.

Thank you for your interest in the Kingston Frontenac Public Library. We appreciate all applications received; however, only those invited for an interview will be contacted. Visit us at www.kfpl.ca