

2025-47e

Web Specialist

Full-time, temporary (18-month term, subject to change), 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. It is within this exciting context that the organization is seeking to recruit a Web Specialist.

The Opportunity

In addition to a passion for public service, the Web Specialist combines extensive knowledge of library and technology trends, experience with data analysis and excellent project management skills to support the adjustment and development of virtual services.

Under the direction of the Director, Facilities and Technology, the Web Specialist:

- Provides leadership for system initiatives and assists with directing the future vision of web services in collaboration with other departments.
- Recommends system solutions by comparing advantages and disadvantages of custom development and purchase alternatives.
- Participates on cross-functional project teams to lend skills, competence and technical knowledge in statistical performance measures and data.
- Designs, manages and supports KFPL's web environment, including KFPL's content management system (Drupal).
- Builds and develops websites and web applications using Drupal, the Laravel development tool, JavaScript frameworks, and APIs.
- Supports and maintains Library servers and database environments.
- Participates in development of staff training, supports staff in new technologies, and presents at professional meetings and conferences.
- Establishes a detailed program specification through discussion with staff, then translates that logic into a programmatic solution.

Who We Are

The Kingston Frontenac Public Library acknowledges that our work takes place on the

traditional territories of the Algonquin, Anishinaabe, Haudenosaunee and Huron-Wendat and is home to Shabot Obaadjiwan First Nation, one of ten communities that make up the Algonquins of Ontario. We acknowledge the Mohawks of the Bay of Quinte and recognize that our region is home to First Nations, Métis, and Inuit from across Turtle Island, as well as Indigenous Peoples from other areas of the world.

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 LGBTQ2S+ community and others who reflect the diversity of Canadian society.

About Kingston and Frontenac County: Kingston with its unique heritage and character is a major population centre of eastern Ontario. Located on Lake Ontario it is a 2-hour drive from Ottawa and a 2.5-hour drive from Toronto and Montreal. It is home to Queen's University, St. Lawrence College and the Royal Military College. Culture and the arts abound, along with fabulous shopping, dining and outdoor recreational experiences. Kingston offers the quality of life of a smaller community with the amenities of a major centre. The County of Frontenac offers an exceptional quality of life and residents enjoy the advantages of a rural lifestyle, living, working and travelling in one of the most beautiful parts of Ontario. The County of Frontenac covers a large geographical area and KFPL has eleven branches in the County to serve residents and the many cottagers that reside in the County.

The Successful Candidate

- Undergraduate degree in Computer Science or Analytics. Masters degree in Library or Information Science, or equivalent education and experience, preferred.
- Demonstrated knowledge of web development techniques and languages, such as HTML, CSS and JavaScript, and a familiarity with current web standards and best practices, including web accessibility standards (WCAG 2.0)
- Demonstrated knowledge of user interface (UI) standards and best practices.
- Demonstrated knowledge of server and database environments (Linux, Apache, MySQL, PHP, Ngnix, Docker, SOLR, Fedora).
- Experience using API tools.
- Experience in the use of data collection, data wrangling, analysis, and visualization tools such as Python, Microsoft Power BI, Excel, etc.
- Experience in data warehousing design and development.
- Experience developing ETL (extract, transform, load) processes and knowledge of ETL tools.

- Excellent verbal and written communication skills, including an ability to explain complex technology to non-technical users.
- Effective interpersonal skills to develop good working relations among project teams, staff, patrons, and vendors.
- Demonstrated time management skills with ability to handle and prioritize a high volume of demands and work under pressure.
- 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.
- Shift work, evenings and Saturdays are required.

Compensation

Hourly rate is \$40.93 - \$44.87 (plus 4% vacation pay and 14% in lieu of benefits).

This position is covered by the terms of the CUPE Local 2202 collective agreement with the Kingston Frontenac Public Library.

☐ Existing vacancy ☒ Expected vacancy

Conditions of Employment

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 their own expense.

Regular, on-site attendance is required for this position. Remote work arrangements are not available.

How to Apply:

Interested candidates may apply by email to jobs@kfpl.ca no later than **4:30 p.m. on Friday, September 19, 2025**. Late applications will not be considered.

Application emails should include:

- your name and the competition number in the subject line;
- an attachment or link to a single file (.pdf, .doc, or .docx format) that contains the following:
 - A cover letter and resume detailing the knowledge, skills and experiences that will facilitate your success in this role.
 - Contact information for three (3) professional references, including current and

prior supervisors. Reference checks are undertaken as part of the recruitment process for candidates who successfully complete the interview stage.

- A declaration of any familial, significant social or intimate personal relationships with KFPL employees.

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.

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.

Artificial intelligence is not used in the recruitment process.

Visit us at www.kfpl.ca.

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Additional correspondence regarding this job posting will be sent to the email address provided. As an applicant, it is your responsibility to ensure that you check your email regularly.