

**April 6, 2019**

**JOB OPENING: Permanent position**

**Librarian (Section – Youth)  
at the Recreation, Culture and Community  
Activities Department**

**JOB SUMMARY**

The successful candidate will report directly to the Head of Division – Library. He or she will assume the following functions:

- Plans, manages, oversees and carries out activities for the selection, organization, use, dissemination and preservation of the library's collection and acts as a specialized intermediary to make all information and documentation in all its forms accessible to users.
- Inventories and analyzes the information requirements of the library's clients, selects collection materials based on the community's needs, the constraints to be complied with and the policies and procedures in effect at the library.
- Establishes the objectives and plan the development of the French and English youth section.
- Determines and justifies the means necessary to the development of its collection, ensures follow-up is provided and, as required, suggests service improvements.
- Takes part in establishing policies and procedures for acquiring, organizing and processing collection materials.
- Provides overall guidance in the unit with respect to implementation of the library's objectives, provides follow-up on standards and administrative procedures.
- Assesses collection materials and ensures their quality through acquisition, preservation, restoration and removal of documents intended for the youth.



- Applies the human resources management procedures, trains personnel, manages and coordinates work; ensures general management of the unit.
- Collaborates on allocating the operating budgets based on the unit's needs and keeps track of the established budget resources.
- Provides reference and search services, prepares bibliographies and user interest profiles and ensures document information is made available; works with the various Mount Royal clients.
- Catalogs, classifies and indexes the collection.
- Regularly informs users of the library's new acquisitions and service policies and shows them how to use the resources and services available to them.
- Plans the book club of the youth's section and ensures it is promoted and carried out; leads activities.
- Helps set up the spaces under his/her responsibility, oversees their maintenance, determines their equipment and materials requirements and otherwise manages them.
- Distributes work among the unit's personnel and checks and approves it in terms of quality and quantity. Recommends to his/her superior any administrative actions regarding the unit's personnel. Provides relevant instructions to other professionals who may have a contribution to make to his/her projects.
- Prepares various administrative reports and technical documents relating to his/her work.
- Takes part in implementing new technology, provides training, ensure its application and, when appropriate, uses office automation equipment to perform work-related tasks.
- Performs any other related task.

## **REQUIREMENTS AND QUALIFICATIONS**

The successful candidate must meet the following conditions:

- Master of Library Science or of Library and Information Science.
- Two-year experience in public library, including 3 years in staff supervision.
- Proven ability to work with children.
- Excellent knowledge of literature for youth.
- Fluency in French; good command of English.
- Demonstrated ability to supervise personnel.
- Practical knowledge of an automated library system such as Bibliomondo.

The position is unionized and the annual salary is \$70,194.

Please note that the working hours include weekends (either one Saturday or one Sunday every five weeks).

### **PLEASE NOTE:**

Applications will be accepted until Friday, April 12<sup>th</sup>, 2019, 4:30 pm.

The interested people have to send their curriculum vitae to Roxane Gaudreau, councilor in human resources, by e-mail at [ressourceshumaines@ville.mont-royal.qc.ca](mailto:ressourceshumaines@ville.mont-royal.qc.ca) mentioning competition number DC-04-11.