

POSITION TITLE: Library Services Specialist, Adult Services Department

POSTING TYPE: Internal and External



At the heart of a vibrant urban/rural community of 100,000, Strathcona County Library (SCL) encourages literacy and lifelong learning, fosters community connections, and offers programs and services that inform, engage, and entertain. SCL provides excellent and accessible services from our Central Library in the Community Centre, our award-winning Bookmobile, and via satellite return centres located throughout the community. Opportunities abound to provide creative programs and services for young families, engaged seniors and all of the age groups in between. We offer a strongly collaborative team-based environment and the flexibility to maintain a good work/life balance. We are committed to fostering the principles of equity, diversity, and inclusion within our workforce and community. We welcome and encourage all qualified applicants.

EMPLOYMENT TERMS

This is a permanent, full-time, 35 hour/week, salaried position that includes benefits. This position involves working a variety of shifts including weekdays, evenings and weekends.

Pay Range: The pay range is \$34.32 - \$42.92 per hour, paid on a bi-weekly basis.

Anticipated Start Date: September 2, 2025, or a date to be determined in consultation with the successful applicant.

Reports to: Manager, Adult Services

WHO WE ARE LOOKING FOR

Strathcona County Library is looking for a flexible team member with passion and enthusiasm to provide outstanding and innovative library services to adults. This position will have an emphasis on collection development and will be responsible for several different collections catered towards adults.

DUTIES AND RESPONSIBILITIES

- Provides excellent research, reader's advisory, and technical assistance to the public.
- Builds and maintains proactive and responsive e-media and print collections for adults in assigned areas so that patrons will have a choice of reading, viewing and listening resources.
 - Creates and maintains booklists, displays, and other library promotional resources.
- Provides training for adults so that patrons can get answers to their questions on a wide array of topics and foster their lifelong learning, in particular through digital literacy training in one-on-one and group trainings.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Diploma or degree in a related field.
- Two years of library experience with a focus on services for adults.
- Applied collection development experience is preferred.

KNOWLEDGE, SKILLS, EXPERIENCE AND TRAINING

- Public library experience is highly desirable.
- Collection management skills.
- Research, readers' advisory, and information literacy training and skills.
- Digital literacy and technical troubleshooting skills.

- Planning and presentation skills.
- Training skills to teach patrons in one-on-one and group settings.
- Ability to work and communicate effectively in a team environment.
- Able to exercise initiative and judgement.
- Proficient technical skills related to using ILS systems, online information and media resources, office productivity software, and office equipment.
- English language proficiency including reading, writing, and speaking.

CONDITIONS OF EMPLOYMENT

- Submission of Satisfactory Criminal Records Check and Vulnerable Sector Check.

APPLICATION DETAILS

Interested applicants must submit a cover letter and résumé by e-mail to:

recruitment@sclibrary.ca

Please include your name in your email subject line and attachment(s).

Deadline: Tuesday, August 5th, 2025, at 9:00 AM

Equivalencies of education and experience may be considered. In addition to providing a dynamic working environment, we offer a competitive salary and benefits package.

This competition may be used to fill future vacancies for similar positions within the next 6 months.

Thank you for your interest in Strathcona County Library. We only contact candidates selected for interviews.

For more information about Strathcona County Library, visit our website: <https://sclibrary.ca/>