



## EMPLOYMENT OPPORTUNITY

### LIBRARIAN

**\*RE-POST\***

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#### **POSITION SUMMARY**

Henvey Inlet First Nation is seeking a full-time **Librarian** to join our Administration. The Librarian reports to the Administration Manager and is responsible for the overall management of library services including acquiring and cataloging print and digital materials and developing and facilitating library programming and workshops. The Librarian provides information concerning library policies and resources to patrons, processes library materials and issues library cards. This position requires strong organization skills and discipline.

***Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.***

#### **MAIN RESPONSIBILITIES**

The Librarian will be responsible to:

- Present a positive and professional image of the organization at all times
- Greet library patrons and guests entering the library and maintain a daily visitor logbook
- Create a supportive, safe and welcoming environment for community members, patrons and guests
- Issue borrowing cards and conduct library orientation for new patrons including policy and procedural reviews
- Participate in long-term planning in conjunction with Chief and Council
- Develop, implement, update and maintain Library policies and procedures, explaining them to patrons during visits
- Establish and maintain effective professional relationships with local, provincial and federal government agencies
- Apply for special grants and library funding and utilize funds according to funding agreements
- Develop and maintain library collections of books, magazines, audio-visual and other materials, including culturally appropriate selections of resources
- Assist with the procurement of library books, print and digital materials and negotiate print and digital subscriptions
- Process new library materials by assigning classification and book numbers and cataloguing items based on subject, classification and description
- Process loans, returns, renewals and holds of library materials
- Ensure the printing and mailing of overdue notices and assist in conducting recalls
- Inspect returned items for damage and repair/bind returned items prior to re-shelving and re-cataloguing them
- Assist library users in locating and accessing materials they are looking for by performing simple title, author, subject and keyword searches
- Instruct patrons in the use of the library catalog, reference materials, computer databases and the internet
- Provide basic internet training and computer troubleshooting for patrons, escalating malfunctions to the IT department if unsuccessful at resolving the issue
- Assist patrons with reference services by gathering various print and internet resources including encyclopedias, almanacs, indexes, handbooks, directories, year books, web sites, manuals and online tutorials for their research
- Utilize catalogues, databases, reference works and other information resources including print, on-line databases and the internet to assist patrons with reference questions
- Assist patrons with operating audio-visual, printer, scanner, copier and other equipment as requested
- Evaluate existing services and balance demands against emerging needs within the framework of available resources to ensure the effective and efficient operation of the library
- Coordinate library meeting room, computer and equipment bookings and reservations
- Develop and facilitate various library programming for all age groups including book fairs, adult book clubs, children's storytelling hours, creative writing workshops and youth study groups

- Coordinate the logistical aspects of library programming workshops by setting up meeting facilities with appropriate equipment and supplies and cleaning up afterwards
- Establish an evaluation framework to assess that library programs and services are meeting the standards of Henvey Inlet First Nation
- Publicize and promote library activities and materials through displays, bibliographies, brochures, newsletters, flyers, posters, notices and the HIFN website
- Establish and maintain productive and cooperative working relationships with HIFN staff, leadership and community business partners
- Work collaboratively with other HIFN staff to develop and implement special projects involving library promotion and outreach activities
- Assist with researching and curating historical records for Henvey Inlet First Nation and oversee and develop data archives in compliance with regulatory requirements
- Prepare documentation and records for archive retention and preservation
- Advocate best practices and recommend actions and strategies to improve the management of controlled documents and archived data
- Advise patrons on how to access, use and interpret archives
- Develop a document management system for all library registrations, forms, correspondence, documents and other print and electronic materials to assist with maintaining library records
- Create new files, labels, forms, and records as necessary
- Maintain accurate administrative and electronic records by ensuring all received print and electronic materials and documentation are filed appropriately within the document management system
- Locate and remove materials from files when requested
- Transfer file materials to inactive storage archives according to file maintenance, legal and HIFN guidelines as required
- Manage library budget to ensure cost effectiveness of services and operations
- Evaluate supplies, inventory and equipment needs and make recommendations to leadership for purchase approvals
- Research and order office supplies, inventory and equipment when approved
- Ensure that all financials expensed through this program are organized and backup records are maintained
- Collect department invoices and receipts and log and remit expenditures to the Finance Department for payment or reimbursement
- Assist Finance Department with financial reporting and auditing by accurately maintaining financial records and adhering to Finance Department policies and procedures
- Prepare and submit departmental financial records and reports to authorized government agencies and funders as required
- Prepares bi-monthly reports of the library's activities and statistics for membership review at band council meetings
- Prepare and deliver an annual work plan for Chief and Council and execute recommendations and initiatives within as approved
- Maintain strict confidentiality at all times
- Adhere to all HIFN Policies and Procedures
- Take interest in continuous learning and maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training workshops, courses and certifications as required
- Attend and actively participate in staff and community meetings
- Perform other duties as assigned from time-to-time by the Department Supervisor, Director of Finance/Administration or Chief and Council

## **QUALIFICATIONS**

- High school diploma required
- Post-secondary certificate or diploma in Library Technology or other related field preferred
- 1-2 years of experience working in a library setting preferred
- Basic understanding of archiving procedures and computerized cataloging systems an asset
- Being extremely well-read with a great interest in reading and literature preferred
- Current and satisfactory Vulnerable Sector Police Check
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle preferred
- Current First Aid and CPR Level C an asset
- A strong understanding of First Nations' cultures, values and history required

- Knowledge of Henvey Inlet First Nation community and practices an asset
- Previous experience working within a First Nations organization an asset
- Excellent interpersonal communication skills and the ability to build professional relationships with HIFN members/clients and affiliates
- Strong written and verbal communication skills
- Strong customer service and troubleshooting skills
- Exceptional organization and time-management skills
- Strong attention to detail and the ability to multi-task
- Excellent research and analytical
- Strong problem-solving and critical thinking skills
- Highly resourceful with the ability to adapt to changing work needs and demands
- Strong leadership and public speaking skills
- Professional attitude and a strong work ethic
- Ability to work independently with minimal supervision and as part of a team
- Strong computer skills, including working knowledge of Microsoft Word, Excel and PowerPoint
- Proven data entry and typing skills
- Demonstrated knowledge of budgeting and expense controls an asset
- Willingness to travel for work when needed
- Willingness to work flexible hours, including evenings and weekends

### **HOURS OF WORK**

Full-Time – 35.5 hrs/week

### **REMUNERATION**

Negotiable based on experience

### **START DATE**

As soon as possible

### **APPLICATION DEADLINE**

Posted until filled

Those interested in applying should submit their resume and cover letter in confidence to:

**Henvey Inlet First Nation – Human Resources**

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [samantha.bradley@henveyinlet.com](mailto:samantha.bradley@henveyinlet.com)

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.