

Job Opportunity



Who We Are:

Clarington Library, Museums & Archives (CLMA) inspires curiosity and is a destination where our community can relax, connect, learn, and thrive.

CLMA is widely recognized and supported in the community as an innovative and progressive organization. We operate 4 library locations, 1 heritage centre and an additional 2 heritage buildings that are open by appointment only.



Our Team:

We love new ideas. Collaboration and innovation are at the heart of everything we do. Our team values open communication, mutual respect, and a shared commitment to excellence. Creativity is encouraged, and diverse perspectives are celebrated to foster an environment of inclusivity and continuous improvement. We prioritize professional development, providing regular opportunities for training and skill development. With a culture that encourages both individual autonomy and collective teamwork, you'll contribute to projects and initiatives that make a positive impact on the local community.



Our Values:

- Curiosity & Ideas
- Preservation
- Innovation
- Intellectual freedom
- Community
- Respect
- Accountability



Your Opportunity:

Reporting to the Manager, Programs and Events, the Programs Librarian will participate in developing and delivering programs and events across the organization. You will have a passion for service excellence, a commitment to aligning library branch programs to neighbourhood needs, and a dedication to ensuring programs foster curiosity and life-long learning. The CLMA is a dynamic, people-focused, fast-paced environment and you will thrive in this setting.



Working Conditions:

Salary Range:	\$34.04 to \$42.45 per hour (2024 Rate)
Status:	Affiliated, Regular Full-Time
Schedule:	Average of 35 hours per week, including two (2) evenings per week and alternating weekends
Work Location:	System-wide



Position Responsibilities:

- Under the direction of the Manager, assist in the development and maintenance of programs for all ages, including the TD Summer Reading Club and volunteer programs.
- Contribute to and support the CLMA service mission and standards by providing excellent customer service, determining immediate customer needs, and referring them to appropriate resources within established training and procedures.
- Deliver reference, reader's advisory, and heritage services to all members of the public using print, audio, visual, and electronic resources.
- Provide CLMA tours, which include instructions and orientation to materials and services.
- Assist with sourcing funding opportunities, grant applications, and proposals to secure funding with community partners and government agencies and submit them to Management for approval.
- In collaboration with their Manager, maintain expenditures within allocated budgets, monitor for over and under expenditures, and recommend to management changes in budget lines as needed.
- Provide staff training as required and serve as a subject matter expert.
- Adapt to changing community and organizational needs.
- Other duties as assigned.



Essential Qualifications:

- Master of Library and Information Science (MLIS) from an institution accredited by the American Library Association.
- Up to and including one year of experience in a public library setting.
- Demonstrated working knowledge of library programming, librarianship, and service excellence.
- Excellent customer service skills, a self-starter, and a commitment to continuous improvement.
- Effective written and oral English skills
- Knowledge of other languages are an asset.
- Ability to plan, organize, and carry out assigned duties and responsibilities with minimal supervision.
- Frequent travel between branches is required.
- Valid First Aid Certification is considered an asset.
- A satisfactory Standard Criminal Record Check (CPIC) is required prior to commencement of employment.



Application:

The Clarington Library, Museums, and Archives value diversity, equity, and inclusion within its community and workplace. We welcome applications from individuals of diverse backgrounds. Please submit your cover letter and resume in Word or PDF format by **Friday, February 14th, 2025** to the following confidential email address: resumes@cplma.ca quoting the job title and file number **2025-CLMA02AF**.

We thank all applicants for their interest; however, only those under consideration will be contacted. Personal Information is collected in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act and will only be used for candidate selection.

We are pleased to accommodate individual needs in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, throughout our recruitment process. If you require accommodation at any time, please contact Human Resources.