



JOB DESCRIPTION

Job Title: Adult and Community Librarian I

General Description

The Adult and Community Librarian's primary responsibility is to increase awareness and use of the Medicine Hat Public Library within the community. This outcome will be realized through three major activities: programming, collection development, and community engagement. The position will lead and support program development, delivery, and evaluation. The position will be involved in all aspects of collection development including selection, acquisition, evaluation, and disposition of materials. The position will also focus on outward facing library services in the community, finding new ways to engage with non-library users, and increasing the profile of the Medicine Hat Public Library. In addition, this position will work at many of the library's service points. The Adult and Community Librarian should be able to assist and instruct users with both the library's catalogue and online databases, register new members, and perform circulation duties. It is the responsibility of the Adult and Community Librarian to keep their library skills current and to familiarize themselves with new print and electronic resources in order to better serve the public's information needs. This position is people-focused, outgoing, and works outside the library with different groups or in the community. The Adult and Community Librarian finds creative and innovative ways to further the Library's Plan of Service.

Organizational Relationships

The Adult and Community Librarian reports to the Head of Adult Services. This position may work with any of the Library's Administrative Team when areas of service overlap. The Adult and Community Librarian does not directly supervise any staff but may mentor and provide guidance to Library Assistants, Circulation Assistants, and Pages. The Adult and Community Librarian works both independently and as part of a team.

Major Duties and Responsibilities

- ☐ Programming
 - Develops, presents, and measures programs for adults under the guidance of the Head of Adult Services

- ☐ Library Collection Development
 - Contributes to collection management as assigned, including acquisition, evaluation, and disposition of library materials and assessment of community needs
 - Assists in the development of non-traditional library collections as assigned, including the Library of Things
 - Administers offsite collections as directed by the Head of Adult Services



☐ Community Engagement

- Liaises with community organizations
- Attends various community events to network and promote the library
- Assesses community needs and outreach resources in order to maintain current and relevant services on an ongoing basis
- Develops, enhances, evaluates, and measures new community partnerships for the Library
- Works with the Head of Marketing on promoting and marketing Library services
- Works with the Administrative team to identify, develop, and implement a strategy to address targeted and/or underserved populations within Medicine Hat
- Represents the Library with passion and professionalism in the community
- Keeps current with initiatives in the community and in libraries
- Represents the Library on local committees and groups pertaining to adults

☐ Professional Librarian Assignments

- Uses statistical data to develop impact assessments which demonstrate the value of services and initiatives
- Submits grant applications, reports and other documentation as assigned
- Maintains professional knowledge and skills
- Serves as a mentor and resource to other staff

☐ Public Library Service

- Responds to reference and readers' advisory requests from the public relating to the varied library collections, utilizing the reference interview, information retrieval skills, and readers' advisory tools
- Organizes and/or presents Library programs to the public
- Assists and instructs the public in using the library's resources such as the online catalogue, adaptive software, electronic databases, and locating material on shelves
- Supports public facing technology such as public workstations, printers, computer peripherals, and stand alone equipment
- Registers new library members and may assist in membership queries such as placing holds on items and renewing items
- Acts as an initial public contact for directional and general library enquiries whether in person or by phone
- Performs monetary transactions
- Responsible for self-training on library electronic resources and reference materials and participates in training sessions as required
- Other duties as assigned



Knowledge, Abilities and Skills

- ☐ Excellent verbal and written English language skills (required)
- ☐ Excellent communication skills (required)
- ☐ Outstanding interpersonal skills (required)
- ☐ Excellent public speaking skills (required)
- ☐ Mature judgment, initiative and decision-making skills (required)
- ☐ Outstanding social and networking skills (required)
- ☐ Proficient in basic math (required)
- ☐ Keyboarding skills and ability to work in a Windows and Google Workspace environment (required)
- ☐ Able to work in dynamic and changing environments
- ☐ Able to work independently in non-library environments
- ☐ Knowledge of all library collections: print, audio-visual, and electronic
- ☐ Ability to conduct reference interviews and carry out effective search methods
- ☐ Ability to conduct readers' advisory and utilize readers' advisory resources
- ☐ Competence in searching electronic media such as the internet, online catalogue, and electronic databases
- ☐ Knowledge of computer software applications as relevant to the position
- ☐ Knowledge of library services, structure, policies, and procedures
- ☐ Thorough understanding and competence in use of the Integrated Library System/Library Management System
- ☐ Ability to adapt to new technologies and procedures

Physical Requirements

- ☐ Able to stand for extended periods of time
- ☐ Sit at a computer for periods of time
- ☐ Crouch, kneel or stoop for short periods of time
- ☐ Fine and coarse motor skills
- ☐ Good hand/eye coordination
- ☐ Lift weights up to 5kg
- ☐ Reach above head to access shelved materials

Minimum Required Training and Experience

A Master of Library Science/Studies degree or equivalent from and ALA accredited University program
AND A Valid Class 5 Alberta Driver's License

Salary Range

In accordance with CUPE Local 46, Library Bargaining Unit and Library Board Collective Agreement.

How to Apply

Please email a resume and cover letter to Keith McLean, Head of Adult Services, at keithm@shortgrass.ca by November 30, 2025.