



## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Territorial Librarian	
Position Number	Community	Division/Region
71-475	Hay River	Post-Secondary Education / South Slave

## PURPOSE OF THE POSITION

The Territorial Librarian is responsible for the provision of public library services in the Northwest Territories. This includes providing funding and support to all public libraries as well as direct service delivery to individuals residing in communities without public libraries.

## SCOPE

Reporting to the Director of Post-Secondary Education, and located in Hay River, the Territorial Librarian manages the Public Library Services office.

The Territorial Librarian is responsible for providing access to public library services to residents in all Northwest Territories (NWT) communities and ensures that all NWT public libraries follow the *Public Library Act* and is responsible for making recommendations for revisions to the Act.

The Territorial Librarian works closely with community governments, education bodies, local library boards and other individuals and organizations to provide public library services in communities.

The Territorial Librarian is the system administrator for the Integrated Library System (ILS) Database used by the NWT Library Consortium, which includes all NWT Public Libraries, Aurora College, Aurora Research Institute, the Legislative Library and the Prince of Wales Northern Heritage Centre. This position works with the librarians in these facilities to coordinate services and license agreements.

The Territorial Librarian has three (3) direct reports, manages a budget of up to \$2 million and has spending authority of \$50,000.



The incumbent will experience frequent conflicting interests and perspectives, and work in an environment where there are political and public expectations and diverse client needs which require diplomacy and sound judgment, particularly during Legislative Assembly sittings.

The incumbent will be required to travel at various times throughout the year.

## **RESPONSIBILITIES**

### **1. Support the provision of public library services to all NWT residents.**

- Determine and evaluate the need for public libraries or Borrow-by-Mail services in NWT communities.
- Evaluate the needs of public libraries and public library managers, determining how best to meet identified needs with the resources available and making recommendations for additional resources as appropriate.
- Plan, provide and evaluate training of public library managers, including regional meetings, in-person visits, phone or email communication and procedural manuals.
- Manage the technical services support to public libraries, including licensing, purchasing, cataloguing, processing and delivery of materials.
- Manage the provision of Borrow-by-Mail and Interlibrary Loan services to NWT residents.
- Work with community organizations, board, and/or governments that operate public libraries to provide library hiring expertise, library management expertise, and in-depth knowledge of the requirements of financial reporting to the Government of the Northwest Territories (GNWT), as well as provide additional assistance and support as needed.
- Manage the provision of support for public libraries in the form of annual contribution agreements as well as supervising the Local Librarian positions in Hay River and Fort Smith.
- Promote the development and procurement of unique materials and services relevant to the experiences and cultures of NWT communities.
- Identify future and systemic NWT library needs on a territorial scale.
- Evaluate and implement library eResources on a territorial scale.
- Develop, coordinate, implement and evaluate territorial-wide library programs and services.
- Recruit, develop, train and evaluate staff to achieve Unit objectives.

### **2. Provide expert leadership in relation to public library services to the GNWT.**

- Direct all the activities of NWT Public Library Services, ensuring library service programs follow defined objectives and direction, and reflect both Departmental Strategic Plans and GNWT priorities.



- Provide required financial reporting, including variance reports and operational plans and budgets, making recommendations for changes to the Director.
- Negotiate, establish and manage contracts, budgets and projects to ensure they achieve established goals in a timely and cost effective manner.
- Evaluate new service delivery models, new technology and other innovations from North American library research and adapt them to the unique needs of the NWT.
- Complete correspondence, reports and briefing notes associated with the Ministry.
- Communicate the status of library facilities in annual capital needs report, make recommendations, and communicate with community organizations on the application for and expenditure of library infrastructure funds.
- Review and evaluate current legislation, regulations and policies relative to public libraries and recommend appropriate revisions to the Director.
- Establish and develop effective working relationships with staff of external organizations in other jurisdictions both inside and outside the NWT to identify and assess departments relevant to the NWT library services.
- Represent the GNWT on national library committees, to ensure there is an NWT presence, such as Provincial and Territorial Public Library Council (PTPLC), National Network for Equitable Library Service (NNELS), and Centre for Equitable Library Access (CELA).
- Ensure that Public Library Services follows all GNWT Occupational Health and Safety requirements.

**3. Provide systems administrator support to Symphony consortium.**

- Provide systems administrator support to Integrated Library Systems (ILS) database used by the Symphony consortium.
- Respond to library inquiries regarding problems with the ILS and provide end user support for queries about how to use its various features.
- Coordinate vendor license agreements and support as need.
- Develop policies for the operation of library automation systems.
- Remain informed of current status and new development of library automation systems.

**4. Support Culture and Heritage Divisional activities.**

- Participate constructively in Departmental committees, as appropriate.
- Provide reference support to Divisional activities, as requested.

**5. Supervise casual staff as required.**



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent works with and around individuals affected by trauma and may be exposed to vicarious trauma.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and skills relating to library management and administration with a focus on small rural libraries.
- Knowledge and skills relating to managing and developing public library practices and procedures, including circulation, collective development, and library policies.
- Knowledge and skills relating to managing library technical services operations including cataloguing and processing.
- Knowledge of and/or the ability to acquire and apply knowledge of Government regulations, practices, procedures, protocols and policies.
- Knowledge of museum libraries, legislative libraries, research libraries, and public libraries and the unique challenges in having all these different type of libraries in a single library database consortium.
- Knowledge of and/or the ability to acquire knowledge of contracts and procurement.
- Skilled in the use of computer technology for communication and presentations
- Ability to critically analyze, organize and apply information gathered through research and present information in a variety of formats to various audiences.
- Ability to understand the impacts that colonization, institutional and structural racism, and biases have had on society, in particular Indigenous people.
- Ability to build collaborative relationships and work directly with people from other communities.
- Ability to adapt communication styles to multiple cultural environments.
- Ability to engage the public in a culturally appropriate manner, both in writing and orally, to members of other, different communities.
- Skilled in teamwork with members from a variety of backgrounds and cultures.



- Ability to consider diverse literacy levels across the general population when developing documents and resources.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

A Degree in Library Science or Library and Information Studies, or related field and five (5) years of relevant experience, including a minimum of one (1) year of supervisory or team lead experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☒ French preferred

**Indigenous language:** Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred