JOB POSTING

Date: **August 5, 2021**
Competition: **#21-47**

APPLICATIONS ARE INVITED FOR THE FOLLOWING REGULAR FULL-TIME POSITION

Position: **Librarian, Electronic Resources & Systems**

Division: **Library**

Reporting To: **Director, Library Services**

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

Position Summary:

Accountable to the Director Library Services, the Librarian Electronic Resources & Systems is responsible for managing electronic resources and library systems applications, providing reference services, providing instruction and orientation to faculty and students, managing equipment, assisting the Director, Library Services, and performing related duties as necessary.

Primary Responsibilities:

Electronic Resources:

- Provides leadership and expertise in the management and organization of the Library's electronic resources, including authentication (OpenAthens), A-Z list of databases, journal holdings and the discovery layer;
- Actively researches emerging trends and new developments;
- Finds solutions to access and content-related issues by communicating with end users, vendors, colleagues, and others;
- Works collaboratively with colleagues to ensure discoverability and authentication of electronic resources;
- Collects and analyzes electronic resource statistical data;
- Collaborates with colleagues to select electronic resources that meet the collection mandate of the library;
- Works with library director to negotiate subscriptions and licenses for information resources as required.

Library Systems Applications:
- Provides technical expertise, documentation, reports, training, day-to-day administration, and implements upgrades for all library systems/applications including SIRSI, Ares, Kaltura, Springshare applications, interlibrary loan applications and The Vault (institutional repository);
- Investigates, evaluates, and recommends new library software applications;
- Coordinates with Technology Services area to implement and manage Library-specific and institutional applications;
- Collects and analyzes Library systems statistical data.

Reference:
- Provides the full scope and level of reference services to JIBC students, faculty, staff, and field clients by answering reference enquiries, using online article databases and other appropriate tools to perform basic to complex searches which often require in-depth consultation;
- Helps students find material for their papers and presentations and provides APA in-text citation and reference list help;
- Alerts faculty to current materials and research trends in their area of expertise and collaborates with them to integrate library and web resources into the curriculum;
- Provides online reference duties for AskAway, an online chat reference service for BC postsecondary students.

Instruction:
- Works with the Librarian, Reference & Instruction to provide library instruction (online and face-to-face) to JIBC students, faculty, staff, and field clients:
- Delivers curriculum-integrated information literacy programs and online tutorials;
- Works with faculty to ensure all students receive library instruction sessions, customized to course requirements;
- Assists in the creation of online and print materials to support instruction sessions, information literacy, and tools such as subject guides for student academic success.

Equipment Management:
- Coordinates the acquisition, circulation and maintenance of classroom equipment, laptops and iPads and ensures all procedures and policies are current;
- Works with Technology Services and the Centre for Teaching, Learning and Innovation to ensure that instructors have the educational technology they need to provide the best instruction to students.

Other:
- Assists the Director, Library Services by providing professional input on matters involving library policy, future plans, etc., undertaking special projects as requested;
- Engages in professional development for the purpose of enhancing library service by attending library conferences, meetings, seminars, etc., reading library literature, networking with other libraries through professional associations such as BCLA (British Columbia Library Association), and keeping abreast of leading-edge technologies applicable to libraries. Performs related duties as required.

Qualifications & Requirements:

Academic:

- Master's Degree in Library Science from an ALA-accredited university

Experience:

- Two years' experience as a librarian in an academic setting preferred;
- Experience performing the management of electronic resources and systems in an academic or research library or an academic library consortium considered an asset;
- Experience or knowledge in subject areas such as fire, emergency medicine, and criminology considered an asset;
- Experience with AskAway virtual chat reference.

Knowledge:

- In-depth knowledge of library electronic resources including administration of research databases, library applications and user authentication;
- Working knowledge of an integrated library system, preferably SIRSI, in a systems capacity;
- Familiarity with SpringShare products e.g. LibGuides and LibCal;
- Knowledge of current trends and new technologies relating to electronic resources;
- Excellent knowledge and understanding of information literacy goals, trends and developments;
- Knowledge of adult education principles;
- Working knowledge of educational technology as it applies to libraries, including BlackBoard LMS;
- Broad knowledge of print and electronic resources for a wide variety of disciplines;
- Comprehensive knowledge of reference services for a wide variety of subjects;
- Working knowledge of APA citation style.

Skills and Abilities:

- Strong customer service commitment;
- Ability to plan, design, and deliver instruction, face to face and online;
- Ability to work effectively with students, faculty and staff;
- Excellent interpersonal skills
- Excellent verbal and written communication skills (including ability to speak in public);
- Ability to work effectively in a collegial team environment;
- Ability to multitask and work well under pressure;
- Strong analytical and problem-solving skills.

Evening and weekend work may be required.

We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.

Salary Range:	**$78,195 to $86,884 per annum (Fair Comparison Job Level P3)**
Posting Date:	**August 5, 2021**
Closing Date:	**August 27, 2021**

Please submit a resume/CV, cover letter and *copies of academic / professional credentials*, quoting Competition #21-47 via email to Human Resources at hr@jibc.ca

For more information about this position, please contact:
April Haddad, Director, Library Services at ahaddad@jibc.ca

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples and persons with disabilities.