



# JOB POSTING

**Date:** June 3, 2022

**Competition:** #22-52

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING REGULAR FULL-TIME POSITION**

**Position:** Associate Librarian

**Division:** Library

**Location:** New Westminster, BC

**Reporting To:** Director, Library Services

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**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:**

The Associate Librarian reports to the Director, Library Services, and is responsible for managing cataloguing and metadata services for the Library collection, collaborating with the Systems Librarian to optimize resource discovery, providing reference services, collection management, providing instruction to faculty and students, and serving in the position of Acting Director, Library Services in her/his absence, assisting the Director, and performing related duties as necessary.

**Primary Responsibilities:**

**Cataloguing and Metadata Management:**

- Provides leadership and expertise for cataloguing and related technical and metadata services;
- Assesses, develops, and documents standards, policies, and procedures to support discovery, access, and use of the Library's physical and digital collections;
- Collaborates with the Systems Librarian to optimize resource discovery;
- Oversees and provides original and complex copy cataloguing with a systematic approach to data integrity and problem-solving in the catalogue;
- Participates in digital projects and creates appropriate metadata strategies and workflows to ensure accuracy and discovery;
- Fosters diversity, equity, and inclusion through cataloguing and metadata practices;

- Maintains awareness and knowledge of current and emerging trends, standards, and best practices in librarianship, especially with respect to cataloguing, metadata, classification and subject analysis, bibliographic and authority control, automation of cataloguing functions, and discovery systems.

### **Collection Management:**

- Collaborates with the Director, Library Services to ensure that collection selection, deselection, acquisition, organization, and evaluation meet the current and future needs of Institute stakeholders and reflect emerging practices, standards, and trends. Includes the management of the physical collection.

### **Reference:**

- Provides reference services to JIBC students, faculty, staff, and field clients by answering reference enquiries using appropriate tools to perform searches which often require in-depth consultation;
- Helps students find material for papers and presentations and provides APA in-text citation and reference list help;
- Alerts faculty to new materials and research trends in their area of expertise and collaborates with them to integrate library and web resources into the curriculum.

### **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.

### **Other:**

- Manages the Library in the absence of the Director, Library Services, and supervises all staff in the absence of the Director;
- Assists the Director by providing input on matters involving library policy, future plans, etc.;
- Undertakes special projects as needed;
- Acts as backup for Librarian, Electronic Resources & Systems;
- Engages in professional development for the purpose of enhancing library service by attending library conferences, meetings, seminars, etc., reading library literature, and networking with other libraries through professional associations such as BCLA (British Columbia Library Association).

Performs related duties as required.

### **Qualifications & Requirements:**

#### **Academic:**

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

#### **Experience:**

- Minimum of three to five (3-5) years post Master's Degree Library Science (MLIS) professional experience in cataloging/metadata/technical services, academic preferred;
- Experience with global editing and data cleaning/normalization of records;
- Experience with integrated library systems and supporting library discovery interfaces;
- Experience with collection development.

#### **Knowledge/Training:**

- Knowledge or experience in subject areas such as fire, emergency medicine, criminology is considered an asset;

- Knowledge of trends, issues, and resources in digital library development, metadata and cataloging standards, and data management in academic libraries;
- Knowledge of adult education principles;
- Excellent knowledge and understanding of information literacy goals, trends and developments;
- 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 an integrated library system, preferably SIRSI;
- Working knowledge of educational technology as it applies to libraries, including BlackBoard LMS;
- Working knowledge of APA citation style;
- Familiarity with SpringShare products e.g. LibGuides and LibCal;
- Ability to ensure compliance with national and local standards, including LC Classification and other appropriate cataloguing and metadata standards;
- Ability to test and recommend new tools or processes for managing bibliographic metadata and associated workflows.

**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 and people management 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:** \$85,097 to \$94,553 per annum (Fair Comparison Job Level P4)

**Posting Date:** June 3, 2022

**Closing Date:** June 24, 2022

Please submit a resume/CV, cover letter and *copies of academic / professional credentials*, quoting Competition #22-52 via email to Human Resources at [hr@jibc.ca](mailto:hr@jibc.ca)

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

