

CITY OF HAMILTON

PUBLIC HEALTH SERVICES

(PLANNING & BUSINESS IMPROVEMENT DIVISION – LIBRARY SERVICES – LOCATION – 1 JAMES ST. S., 8TH FLOOR

LIBRARY CO-ORDINATOR (PUBLIC HEALTH)

SUMMARY OF DUTIES

The incumbent will lead the development of expert reference services for the Hamilton Public Health Services Library. This will include the role of informationist combining expert searching skills with critical appraisal and an understanding of public health information needs. The Library Services will be an integral stakeholder in strategic directions and programming of Hamilton Public Health Services. The incumbent will be responsible for the planning of library services, and build expertise in providing support for Evidence Informed Decision making (EIDM), and use evidence informed library practices to do so. He/she will ensure that Hamilton Public Health Services Library will have the appropriate material and electronic resources to serve the information and retrieval and dissemination needs of the organization. This will include building and maintaining top quality web based services with electronic links to key public health web sites and other resources.

GENERAL DUTIES

Responsible for the overall planning and organization of library programs and services by:

- Ongoing development of the service's vision and mission based on changing user needs; implementing short and long range goals and objectives
- Developing a high quality reference service to answer questions (ranging from uncomplicated to complex)
- Developing a quality assurance program to improve services for the changing needs of the users
- Developing, organizing, reviewing and maintaining Library Services policies and procedures

Consults with Manager for annual budget planning, and then monitors expenditures, revenues and variances. Makes recommendations for optimal use of available financial resources.

Responsible for providing evidence-informed information services by:

- Providing in-depth reference services with a specialization in public health literature
- Providing an informationist role that integrates expert searching with critical appraisal of health information and involves direct participation with public health professionals and teams and with other health services groups as requested
- Performing extensive searches of bibliographic databases, grey literature, the Internet and other information sources
- Providing expert question development and search support

Responsible to develop knowledge translation services to support clients needs by:

- Incorporating knowledge brokering in the library service
- Overseeing the coordination and publication of Hamilton Public Health Services reports and documents on the Internet
- Developing "push" services
- Overseeing the development of a repository of literature searches

Responsible to provide informatics training to clients by:

- Developing user-oriented manuals and instruction guides
- Teaching individuals and/or groups on evidence-informed concepts and literature/database searching

techniques

- Providing on-going coaching and assistance for literature searching; and
- Providing RefWorks training

Responsible to develop the library collection in collaboration with library staff and clients by:

- Overseeing selection and acquisition of library materials (books, journals and electronic resources)
- Obtain interlibrary loans through local networks, RACER and Docline
- Managing and supporting library databases and website
- Manage electronic journals
- Organizing the website to ensure its highest usage from clients
- Communicating with local consortiums
- Acting as a referral source for database problems and questions from clients

Represents Hamilton Public Health Services by:

- Participating in professional organization activities (Hamilton and District Health Libraries Association, Ontario Public Health Libraries Association)
- Maintaining professional relationships with other health care libraries and staff within the city.
- Networking and collaborating with other library professionals to advocate and plan for improvements in provincial and national resources for health professionals and to share best practices and resources.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the normal functions of the job as defined.

QUALIFICATIONS:

1. Master's degree in Library and Information Science from an ALA accredited university, combined with a minimum of three (3) year of experience in a public health or related library/resources centre or research institute with demonstrated leadership skills.
2. Demonstrated leadership and interpersonal skills with the ability to plan, prioritize and execute project mandates for library services.
3. Comprehensive knowledge of library & information science principles, theories and practices.
4. Comprehensive knowledge of evidence-informed practices and librarianship.
5. Comprehensive knowledge of the information needs of public health workers.
6. Comprehensive knowledge of the public health literature and databases.
7. Expert literature searching skills in health databases.
8. Knowledge of research methodologies.
9. Familiarity with knowledge translation and exchange concepts.
10. Familiarity with library management and cataloguing software.
11. Awareness of current development in library & information science.
12. Excellent knowledge of Canadian copyright Law, MFIPPA, and other related legislation.

13. Excellent verbal and written communications skills.
14. Demonstrated public relations and negotiation skills.
15. Excellent organizational and time management skills with the ability to multi-task and prioritize workload effectively.
16. Strong project management skills with the ability to prioritize tasks in a constantly changing environment.
17. Demonstrated knowledge of change management concepts and principles.
18. Previous experience managing a budget.
19. Ability to work independently or as part of a team.
20. Excellent presentation and facilitation skills.

NOTE:

The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure.