

## Emerging Technologies Specialist

The Bradford West Gwillimbury Public Library is a community-focused, single branch Library serving a diverse population of 42,800. The community includes urban and rural areas with most of the population centered in Bradford, which is on the edge of the GTA and adjacent to the Holland Marsh. Easily accessible from Highways 400, 27 and 11, Bradford is a growing community, reflected in the increasing demand for library services.

The Library has an opening for a full-time Emerging Technologies Specialist. Reporting to the Manager of Public Services, this person is enthusiastic, patient, committed to excellent customer service and comfortable with teaching and helping all ages. The Emerging Technologies Specialist is responsible for the management and daily operation of the Creative Lab. This role will be responsible for providing creative and technology-related workshops for the public and staff.

Specific responsibilities include but are not limited to:

- Administers, develops, promotes, and evaluates programs, special events, and services that reflect the goals of the Library with regard to the Creative Lab;
- Develops educational resources that promote the Creative Lab;
- Responsible for daily operations of the Lab, including facilitating access, troubleshooting and maintaining equipment, resources and technologies;
- Provides staff training in support of digital literacy skills and creative maker technologies;
- Initiates and responds to opportunities to promote creation services in the community;
- Contributes to the design and development of the Library's website, in consultation with the Marketing and Communications Coordinator;
- Troubleshoots problems with audio-visual equipment in meeting and program rooms;
- Supports Public Service Specialists and acts as relief as required by the Manager of Public Services;
- Participates in training opportunities and maintains awareness of developments in the field, making recommendations and incorporating new ideas;
- Undertakes with special projects as assigned by the Manager of Public Services;
- Gathers statistics, prepares reports and makes recommendations;
- Participates in professional workshops, conferences, committees and cross-functional teams;
  
- Maintains confidentiality under the Municipal Freedom of Information and



- Protection of Privacy Act and other related and applicable legislation;
- Supports mission, vision and values of Bradford West Gwillimbury Public Library;
- Complies with the Occupational Health and Safety Act and Regulations, and the Health & Safety Policy and related procedures;
- Other duties as assigned.

This position is currently vacant. The salary range is \$32.44 to \$40.55 per hour based on 35 hours per week, including some evenings and weekends, including a competitive benefit package with the OMERS pension plan. This position is part of the CUPE 905.29 bargaining unit.

**Qualifications:**

- Master's in Education, or Library and Information Science (MLIS) from an ALA-accredited program with specialized courses in computer programming and software applications, digital literacy, or the creative arts;
- One year experience working in teaching or library maker space environment;
- Experience with STEAM programming;
- Demonstrated experience with training and instruction;
- Demonstrated experience with digital media technologies such as vector design, and maker technologies such as 3D printing, robotics, circuitry, vinyl cutters, Adobe Creative Suite or similar design software, and coding;
- Experience with Windows and Apple products and operating systems;
- Ability to deal courteously, effectively and tactfully with all levels of staff, the public, community groups, agencies/organizations, and government;
- Strong organizational skills with the ability to balance priorities, cope with high levels of interruptions, and meet deadlines;
- Excellent interpersonal, written and verbal communication skills with fluency in other languages an asset;
- Satisfactory Vulnerable Sector Check;
- First Aid/CPR/AED certification is an asset.

Interested candidates are invited to forward their resume and cover letter by midnight on Friday, September 20 to:

Nina Cunniff, Acting CEO  
Bradford West Gwillimbury Public Library 425 Holland St. W  
careers@bradford.library.on.ca

*We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information*



*and Protection of personal information is collected under the authority of the Municipal Act, and only be used for candidate selection.*

*The Bradford West Gwillimbury Public Library is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. All candidates must be able to promote a culture of inclusiveness and work with a diverse population of employees and the public.*

*We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as 2SLGBTQ+.*

*The Bradford West Gwillimbury Public Library is committed to providing accommodation based on any human rights protected ground throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.*