



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/27

Library Lead Hand, Collection Services (Library Technician)

Job ID	382236-1-7420	
Web Address	https://careers.indigenous.link/viewjob?jobname=382236-1-7420	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-06-14	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. About the Department:

The University Libraries are vital to learning, teaching, and scholarly, research and creative activities at the University. Its primary role is to collect, organize, preserve, disseminate, and provide access to essential information resources. The Libraries collaborate across all parts of the University to foster critical thinkers and lifelong learners.

The Libraries' collection consists of over one million items including: 523,000 ebooks and 467,000 print books; 104,000 e-journals, as well as access to databases, datasets and video collections for streaming. These holdings reflect the breadth of programs available at the University. Electronic resources can be accessed on-site through library computers or laptops that have wireless connectivity. Authorized users can also gain access from off-campus locations.

The Libraries support an extensive information literacy program that is designed to build students' university-level research skills. This program includes on-site research support, chat reference, and specialized classroom instruction at the course level.

The Libraries are committed to the TRC Calls to Action and are actively exploring ways to decolonize our work and these efforts are further supported by the Mash Koh Wee Kah Pooh Win (Standing Strong Task Force) recommendations and the University's in process renaming initiative. Our ongoing commitment to equity and community inclusion continue to shape and reaffirm our values and priorities as Libraries and as a University.

The Opportunity

The Lead Hand, Library Collections & Services coordinates, schedules, prioritizes and monitors the daily activities of staff to ensure patron centric effective services that ensures access to, and quality delivery of Library resources, services, initiatives and

Programs.

- Reviews workflows, identifies the changing needs of the Library and ensures that department work and specific areas of focus advance the Library strategic priorities, related to consideration of the academic and fiscal cycles, identification of opportunities for improvements, enhancing efficiencies and staff development.
- Gathers data, and analyses and prepares reports in support of the Library's evidence- based planning, operations and reporting requirements.
- Provides reference and virtual reference.

Responsibilities:

- Assigns and coordinates work and provides Lead Hand guidance to Library support staff including Technicians by monitoring staffing needs, workflows and ongoing operational support, adequate staffing, especially for peak periods.
- Coordinates the delivery of Library resources and services by ensuring sufficient staff are equipped to promptly respond to orders as generated by the approval plan and checking and ensuring that orders are placed in a timely manner and invoices are posted accordingly.
- Provides analytical and financial support to the Management, including tracking and analyzing key expenditures data and preparing reports and summaries as determined by the
- Department Head and troubleshooting acquisition transactions and providing feedback on anomalies, errors or delays.

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of a Library and Information Technicians Diploma
- Minimum of 3 years of experience working as a Library Technician with the following requirements:
 - Resolving complex operational issues, conducting research on new offerings
 - Preparing quantitative and qualitative analytical reports and summaries, reconciling transactions and forecasting expenditures
 - Providing training and coordinating the work of other staff.
- Strong communication and interpersonal skills and the demonstrated ability to work with a team of staff colleagues
- The ability to think critically and apply judgement to make decisions based on established policy and procedure
- Organizational, administrative skills, with demonstrated ability to assign work effectively and efficiently; adjusts workflows on a continuous basis in line with organizational priorities
- Demonstrated knowledge of office productivity software, especially Google Drive and Excel
- Strong oral and written communication skills and presentation skills
- Tact, emotional intelligence, and the willingness to advance change
- Commitment to excellent customer service
- Analytical, problem solving and numeracy skills

Additional Information

Position Number(s) 20002882

Reports To Interim Head, Collection Services

Department Library

Vacancy Type FTCE

Employee Group OPSEU

Work Location Hybrid (on-campus and working from home, remotely, based on operational requirements and subject to change).

Weekend work may be required.

Start Date ASAP

End Date N/A

Hours of Work 36.25

Grade 11

Salary Scale \$71,020.92 - \$84,802.67

Hiring Salary Range \$71,020.92 - \$77,606.50

TA Specialist /

Posting Date June 3, 2024

Application Close Date June 11, 2024

Additional Notes

- Qualified OPSEU candidates will be considered before members of other employee groups.
- An equivalent combination of education and experience may be considered.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.
- As part of the selection process, candidates may be required to complete an occupational assessment as a first step in the screening process before an interview is granted. Please note, the selection process may go to a 2-round interview process.
- Applications will only be accepted online through Toronto Metropolitan University's career site.
- Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please submit your request through the AskHR web form. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Library Lead Hand, Collection Services (Library Technician)