

## Role Description

### STRATEGIC PLANNING & ENGAGEMENT COORDINATOR

**Job code:** 7161  
**Position Number:** 10910  
**Pay Grade:** \$74,955 to \$87,665 annual plus comprehensive benefits package.  
**Location:** Central Library, 55 York Blvd, Hamilton  
**Start date:** January 2, 2018  
**Schedule:** 35 hours per week, permanent full time  
(Some travel required, normally Monday to Friday 9-5 with some evening and weekend work for special events)

#### SUMMARY:

This position reports directly to the Chief Librarian/CEO. This position will work closely with the Chief Librarian/CEO and the Management Team to support the community engagement process for the strategic plan development and implementation. This position will assist the Chief Librarian/CEO and Management Team with partnership development and management, research, information sharing and engagement with the broader library community.

#### JOB DUTIES:

- Serves as a **Strategic Planning and Engagement Co-ordinator** for the Hamilton Public Library. The position will assist the Chief Librarian/CEO and the Management Team in the community engagement process for the strategic plan development and implementation.
- Assists the Chief Librarian/CEO and other key decision-makers with external research to support service and policy developments. Will ensure HPL has current research from other library systems on best practices and innovative solutions on relevant library issues. Will ensure HPL shares best practices and innovation solutions with other library systems.
- Provides support for the development and management of strategic partnerships, including outreach activities and the development of agreements.
- Provides research and resources to support the Library's planning efforts. These may include internal and external committee involvement E.g. Canadian library community including the Canadian Urban Library Council (CULC) and the Federation of Canadian Libraries (CFLA), Extended Management Committee.
- Monitors and assists in the review of internal business practices such as quality, timeliness, service-orientation and other characteristics of current and planned library programs, products and services.
- As assigned, collaborates with staff at all departments, working to enhance communication, information sharing and internal decision making processes. This may include attending offsite meetings or visiting interrelated sites making sure they have their own transportation to do so.
- Uses a computer for various office suite applications (email, scheduling, word processing, spreadsheets, graphics, flow charting, etc.) and specialized software applications with

emphasis on spreadsheet and presentation applications to compile and analyze data and prepare reports.

- *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.* Performs other duties as assigned.

### QUALIFICATIONS:

- Master's Degree from an ALA-Accredited Library and Information Studies School.
- Several years of progressively responsible experience in a library environment with an emphasis on strategic planning and community engagement
- Excellent team player with the ability to collaborate and work effectively in a complex decision making environment
- Strong commitment to high professional and ethical standards. Able to build trust and maintain confidentiality when appropriate
- Skilled in written and oral communication to understand written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand. This includes skill in preparing or reviewing written materials, including reports, routine correspondence and instructions, non-routine technical issues, one-time business justifications, etc
- Strong leadership skills with a focus on both team building and achieving impact
- Excellent facilitation skills with experience in consultation processes
- Effectively managing multiple projects and priorities at the same time and meeting deadlines
- Knowledge of Library organizational structure, operations, key programs and projects, to identify programmatic/operational/financial factors and implications for strategic planning and other purposes. Knowledge of, and experience with, providing, improving, and evaluating a range of library services
- Knowledge of current trends and professional issues in public library services
- Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem
- Skill in using a computer and modern office productivity software for communicating, planning, scheduling, preparing spreadsheets and analyzing data, word processing, presentations, etc., and in using specialized software (such as ERP system modules, including financial applications) to collect and analyze financial and non-financial data. Using computer applications including word processing, spreadsheet and presentation software, Internet browsers and information sharing technology
- Commitment to principles of intellectual freedom, inclusiveness, service excellence and the Library's mission, values and goals

***Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.***

### Applying

- The deadline for this application is December 16, 2017

- Please visit [www.hpl.ca](http://www.hpl.ca) and proceed to Jobs at HPL to apply through City of Hamilton recruiting site
  - OR
- Resumes can be emailed to [hr@hpl.ca](mailto:hr@hpl.ca)
- Candidates proceeding to the formal interview process will also be required to submit a minimum of three (3) references as well as copies of proof of key qualifications (i.e. degrees, certifications, licences, driving abstract)
- Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process.
- The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.
- By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment, or cause your dismissal. We thank all applicants who apply and advise that only those selected for an interview will be contacted.

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.