

Digital Librarian
1 - Permanent Position
Library and Learning Resources
CUPE Local 4400 Unit C – Grade N (12 Month)
\$41.02 - \$48.44 per hour

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

Reporting to the Unit Coordinator, Library Media Resources, and working closely with the Program Coordinator, the Digital Librarian will assist in overseeing the organization and day-to-day technical operations of the Virtual Library including the licencing, distribution, implementation planning, maintenance and monitoring of all digital resources, including databases, streaming platforms, physical media and eBook platforms in accordance with TDSB policies and procedures and relevant legislation.

The Digital Librarian will:

- *Act as a functional expert for all areas of instructional e-resource and tool licensing and platform implementation, acquisition, tracking, access and problem solving;*
- *Assist in the development of related procedures and services supporting Library Learning Resources in coordination with Information Technology and Purchasing;*
- *Support the overall implementation of instructional e-resource platforms and content delivery systems for the Virtual Library; and*
- *Provide guidance and direction to Library Technicians in Library Media Resources.*

Summary of Duties:

- Develop processes for managing Instructional e-Resources and content platforms assessment, selection, acquisition, review, implementation planning and monitoring processes through lenses of decolonization, equity and anti-oppression, in collaboration with Unit Coordinator and Program Coordinator;
- Collaborate with team members to establish selection criteria and engage in planning for Instructional e-Resources and digital content in alignment with the TDSB MYSP, department plans including resource management;
- Establish processes to support compliance to security and privacy practices through the development of implementation plans, monitoring and related data tracking for Virtual Library databases, streaming platforms, eBook platforms and other e-Resources;
- Monitor Instructional e-Resources and digital content usage to ensure optimal performance and compliance with negotiated agreements and licenses;
- Collaborate with Program Coordinators, Centrally Assigned Principals for academic review of resources;
- Coordinate regular reviews of Instructional e-Resources and digital content, to support the work of instructional departments; participate in the testing and implementation of both local and third-party platforms;
- Develop, maintain and monitor monthly Instructional e-Resources and digital content to review processes for newly requested resources;
- Support the operational requirements of Library Learning Resources in relation to e-Resources, backup, storage and procurement receipt of materials and equipment;
- Evaluate, assess TDSB Virtual Library and Vendor products within AODA, K-12 accessibility standards and TDSB assistive technology frameworks;

- Remain current with emerging areas of digital engagement and innovation; identifying evolving digital tools and resources;
- Support the management of departmental budget and monitor expenditures;
- Provide guidance, training and direction to Library Technicians and assist with the coordination of workflow and activities;
- Provide training, user documentation and ongoing support for users and Library Resources staff on the use of the automated scheduling system and e-Resource platforms; and
- Other related duties as assigned.

Qualifications:

- Master of Library Science, Library and Information Science, or Information Science with two years' experience in a related library position, or an equivalent combination of education and experience
- Demonstrated knowledge and understanding of market and negotiations, licensing, invoicing, contracting, selection processes and criteria development of Instructional e-Resources/tools;
- Understanding of authentication methods for Instructional e-Resources/tools privacy and security related to the implementation of Instructional e-Resources/tools within educational institutions;
- Working knowledge of content databases and platforms;
- Working knowledge regarding copyright and public performance rights, terms and limitations for the use of e-Resources;
- Ability to provide direction and guidance to staff and strong team building skills;
- Successful experience providing assistance to clients and vendors with a customer service focus, to develop user documentation and conduct training sessions
- Strong research, analytical, and project management skills with flexibility to adapt to a changing environment;
- Demonstrated ability to handle matters requiring diplomacy, sensitivity and confidentiality in relation to vendor pricing negotiations for Virtual Library products yearly;
- Knowledge of children's and young adult resources that support the K-12 Ontario Curriculum;
- Strong communication (oral/written) and interpersonal skills;
- Excellent organizational and problem-solving skills, with the ability to prioritize workload;
- Proficient computer skills which include integrated library systems, Google Suite, Outlook, Web 2.0 tools, social media, database management, financial applications and media scheduling systems; and
- Ability to work independently and within a team.

Special Requirements:

- Occasional travel across TDSB
- Ability to lift and carry packages and containers up to 20 kilograms

Location: 3 Tippet Road (Hybrid Work Eligible)

Hours: 35 hours per week

Work Year: 12 Months

Please note:

Applications **must** be submitted:

1. In résumé form with a covering letter as one single document to Application.Submission@tdsb.on.ca
2. With competition # **CUPE C-24-0010UE** in the subject line
3. Apply no later than 4:30 p.m. on **January 29, 2024**

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.

The TDSB follows a hybrid work structure where some employees may be able to work remotely at times, based on operational requirements. Please refer to [Policy P103](#), Flexible Working Arrangements for more information.