



## **EXTERNAL JOB POSTING**

### **TECHNICAL SERVICES COORDINATOR (Permanent, full-time position available)**

#### **ORGANIZATION:**

Aurora Public Library is a vibrant community space that sparks learning and creativity. We offer early literacy programs, unique literary and cultural experiences, a Creative Studio, online learning, extensive print and digital collections, and comfortable seating for meeting, collaborating and socializing. Our community-led approach results in the delivery of collections and services that reflect the needs of our residents. For more information, visit our website at [www.aurorapl.ca](http://www.aurorapl.ca).

#### **POSITION SUMMARY:**

Aurora Public Library is seeking a detail-oriented and collaborative individual to lead our Technical Services operations. The Technical Services Coordinator plays a key role in ensuring that our collections are accurately acquired, catalogued, processed, and maintained for public access. This position combines hands-on expertise with team leadership and cross-departmental coordination, contributing directly to the Library's commitment to exceptional service.

This full-time position is part of C.U.P.E. Local 905 – APL Unit and is scheduled for 70 hours biweekly, typically Monday to Friday 9 am – 5 pm.

The role is based onsite at Aurora Public Library and reports to the Manager, Information Technology.

Work involves physical activity, including standing for extended periods, bending, lifting and carrying library materials, and pushing heavy book carts.

#### **Qualifications**

- Post-secondary Library Technician diploma or equivalent combination of education and experience.
- Minimum of two (2) years of recent experience in acquisitions, cataloguing, and database maintenance in a library environment.
- Demonstrated experience with integrated library systems (preferably SirsiDynix Symphony) and resource sharing platforms.
- Strong computer skills, including proficiency in Microsoft Office and familiarity with library metadata standards (e.g., MARC, RDA, authority control).
- Excellent organizational and time management skills with keen attention to detail.
- Strong interpersonal and communication skills; able to lead and support a collaborative team environment.
- Commitment to delivering excellent internal and external customer service.
- Ability to lift, carry, and move library materials and push book carts as required.

#### **Key Responsibilities**

- Oversee daily operations of the Technical Services team, ensuring the smooth workflow of acquisitions, cataloguing, processing, database maintenance, and interlibrary loans.
- Maintain the integrity and accuracy of bibliographic and authority records within the library's integrated library system.

- Provide leadership and support to staff, including task coordination, training, and mentorship in all areas of technical services.
- Monitor and optimize the acquisitions process, working closely with vendors and internal stakeholders responsible for collection development.
- Ensure high-quality cataloguing and processing of all library materials, including original cataloguing when required.
- Develop and maintain procedures and documentation to support technical services workflows.
- Collaborate with other departments and participate in library committees and projects to enhance overall service delivery.
- Stay current with trends and developments in library systems, cataloguing standards, and technical services best practices.
- Prepare and maintain statistical and operational reports as needed.
- Promote a safe, inclusive, and service-focused environment aligned with the mission and values of Aurora Public Library.
- Adheres to the Aurora Public Library Health and Safety Policy. Responsible for observing and following all established occupational health and safety procedures, to be aware of hazards in the workplace and preventative measures taken. Takes an active part in protecting oneself, fellow staff members and library property by reporting all hazardous conditions and unsafe work procedures.
- Performs other duties as assigned.

## **Competencies**

### **Leadership & Team Coordination**

Ability to lead by example, support colleagues, and guide day-to-day workflows in a collaborative environment.

### **Attention to Detail**

A meticulous and organized approach to cataloguing, acquisitions, and database management.

### **Problem Solving & Initiative**

Proactive in identifying issues, improving processes, and supporting continuous service improvements.

### **Technical Proficiency**

Knowledgeable working with integrated library systems, metadata standards, and technology tools.

### **Communication & Collaboration**

Clear, respectful, and effective in communicating with team members, vendors, and other departments.

### **Commitment to Service Excellence**

A user-centered mindset and dedication to high-quality internal and external service.

## **STARTING SALARY:**

\$32.06 per hour

*This is a bargaining unit position, CUPE Local 905.02 APL Unit.*

## **APPLICATION:**

Please email your resume and cover letter to: [jobs@library.aurora.on.ca](mailto:jobs@library.aurora.on.ca), , attention Human Resources. Please quote TSC FTU 2025 in the subject line.

The Library will require a current Vulnerable Sector Screening from the successful applicant as a condition of employment.

**APPLICATION DUE DATE:****04:00 p.m. Friday, May 2, 2025**

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The Library thanks all applicants for their interest, however, only those selected for an interview will be contacted.

The Aurora Public Library is pleased to accommodate individual needs in accordance with the *Accessibility of Ontarians with Disabilities Act, 2005* (AODA). If contacted regarding this competition, please advise the interview coordinator or email [jobs@library.aurora.on.ca](mailto:jobs@library.aurora.on.ca) of accommodation measures you may require during the selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.