

Systems Librarian

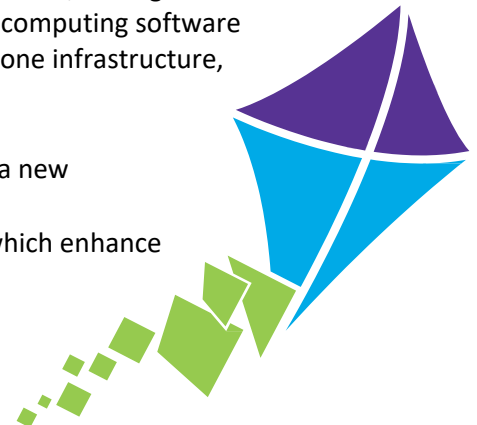
Classification: Supervisor
Job Type: Full Time, Contract
Opening: Parental Leave Vacancy
Rate of Pay: \$49.35 per hour

As a member of the Administration Team, the Systems Librarian is responsible for overseeing the technological resources of the Library and the Perth County Information Network. This position plays a crucial role in ensuring the seamless functioning of the Library's technical infrastructure, coordinating with stakeholders, enhancing user experience, and supporting the provision of accessible services to the community.

The Systems Librarian thinks creatively & troubleshoots problems at an advanced level. They have a solid understanding of the Library's IT requirements, servicing both internal and external customers. They are adept at managing competing, urgent priorities & adopting service improvement solutions.

Duties and Responsibilities

1. Manages the Integrated Library System and associated systems for the Perth County Information Network libraries
 - Support the administration configuration, and maintenance of the ILS (SirsiDynix's Horizon) and ILS-adjacent systems, including the online catalogue, self-service technologies, and OPACs.
 - Liaise with internal stakeholders, external partners, and vendors to resolve issues, improve access and functionality, and extract and analyze information from our Information Systems.
 - Act as technical liaison with member libraries and board of the Perth County Information Network (PCIN). Provide site visits and attend meetings as necessary.
 - Prepare statistical and data-based reports and analysis for diverse internal and external audiences.
 - Provide training and orientation on ILS systems, website and analytical platforms.
 - Performs Drupal website maintenance.
2. Manage the Information Technology components of SPL Operations
 - Provide troubleshooting and technical support on computers, peripherals, devices, and software.
 - Develop documentation, workflows and learning supports, facilitating knowledge transfer and business continuity.
 - In collaboration with the network contractor, ensure the stability, security and scalability of all technology-based systems for staff and the public.
 - In collaboration with the network contractor, plan, propose, implement, manage and evaluate technology solutions including network and server infrastructure, computing software licensing, security, email services, file storage and backups, telephone infrastructure, peripherals, business continuity and disaster recovery.
 - Manage the website infrastructure, currently Drupal.
 - Assist in the planning, development and ongoing management of a new organizational website.
 - Respond to trends, practices, innovations and new technologies which enhance the quality and efficiency of library services.



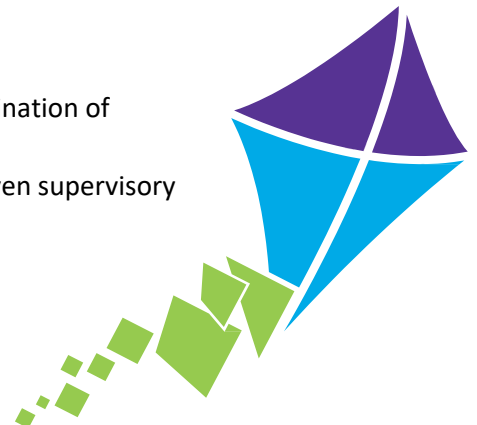
3. Supervisor of the Technical Services Department
 - Manage the activities and the staff responsible for cataloguing and InterLibrary Loan.
4. Customer Service
 - Resolves customer service issues and empowers public service staff to do the same.
 - Assumes responsibility for maintaining the safety and comfort of the Library; reports issues and incidents to the appropriate personnel.
 - Participates in library committees, external committees/associations, and other work groups to achieve the goals of the Library. Regularly participates in training opportunities and maintains awareness of developments in the field. Shares developments with colleagues when relevant; suggests and incorporates new ideas.
5. Other duties as required.

Skills and Abilities Required

- Excellent interpersonal, leadership, and team skills to support the organizational vision and mission of the library
- Able to establish, maintain, and promote healthy working relationships with people at all levels inside and outside the library
- Strong verbal, written communication skills including negotiation skills; report writing and presentation skills
- Proven project management, planning and change management skills
- Strong problem identification, troubleshooting and problem resolution skills
- Demonstrated advanced technical knowledge, including competencies in a wide range of technology applications as they apply to library and information services including:
 - Integrated library systems; familiarity with SirsiDynix Horizon, BlueCloud Analytics and BiblioCommons is an asset
 - PC Software, infrastructure, and hardware technology, including networks, servers, DHCP, DNSH, Microsoft 365
 - Security, back-ups, business continuity
 - Internet and online applications
- Strong understanding of technical services standards and processes including collections management, cataloguing, processing, authority control and interlibrary loan
- Valid "G" Driver's License and reliable access to a vehicle
- A police check, including Vulnerable Sector Screening, is required and is a condition of employment

Formal Qualifications

- An MLIS degree from an accredited library school or equivalent combination of education and experience
- Three years' experience in public libraries and systems, including proven supervisory and management experience



Terms of Employment

- Hours of Work:
- 35 hours of work per week
 - This position is typically scheduled for Monday – Friday, 9am–5pm
 - Occasional flexibility is required to attend evening or weekend meetings or to resolve technology emergencies
- Rate of Pay:
- \$49.35 per hour (2026 rate)
- Benefits:
- OMERS Pension Plan
 - Health Care Spending Account
 - Employee Assistance Program
 - Annual Vacation entitlement
 - Paid personal days
 - Professional Development opportunities

How to Apply

If you are interested in this position, please send a cover letter and current resume to Human Resources via resumes@splibrary.ca by **Monday July 20, 2026**.

Please quote **Systems Librarian position** in the subject line.

We encourage applications from candidates who reflect the diversity of the Stratford community. Stratford Public Library is committed to employment equity and creating a workplace that reflects the values of inclusion and accessibility. Accommodations are available throughout the recruitment process upon request.

The Stratford Public Library values privacy and confidentiality, and does not use artificial intelligence tools for any part of our hiring process, including screening, ranking, interviewing, evaluating or selecting candidates.

