



Staff Report HR2021-002

Title of Report: HR2021-020 – Library Assistant Digital Services
Department: Human Resources
Council Date: September 15, 2021

Recommendation:

Be it resolved that Council receive Staff Report HR2021-020 for information; and
That Council approve the draft job description for the Library Assistant – Digital Services; and

That Council direct staff to review and evaluate the draft job description for the Library Assistant – Digital Services through the Southgate Job Evaluation Committee for a recommended placement on the Employee Pay Grid; and

That Council direct staff to report back to the October 6th Council meeting with a report from the Job Evaluation Committee and the final version of the Library Assistant – Digital Services job description for approval.

Background:

The Southgate Library Board (the Board) met for a Special Board Meeting on September 1, 2021 and discussed the requirement for an additional position at the Library. The Board directed the Librarian CEO to begin the process of seeking council approval during the 2022 budget process.

Staff Comments:

In recent years, staff have felt an increased demand for an online presence which has been stimulated further with the COVID-19 pandemic. Although the Library services will eventually go back to in-person, there will still be a need for the online platforms and services. The Library will need to operate in traditional library services as well as meet the technology demands of the community including computer access, internet access and e-resources including e-book, accessible websites and makerspaces.

The current library staff do not have the capacity to fulfill these technology needs nor the skills needed to properly implement and maintain these systems. A full time Library Assistant – Digital Services position would help the library maintain and develop the library's technology and online presence to meet the demands of our growing community. Reporting to the Librarian CEO, the Library Assistant - Digital Services would be responsible for the ongoing management and development, innovation of digital services, virtual spaces and library management systems; IT including technical networks and resources, IT planning and technical training and support of Library Staff. Also, will be responsible for the Imagination Stations, to plan and deliver programs & services in co-operation with the CEO, operate the circulation desk for specified shifts, provide reference and reader's

advisory, participate in outreach efforts within the community, and assist the CEO when needed.

The Library CEO, Human Resources Coordinator/Assistant to the CAO and CAO have worked collaboratively to create a job description for this new position and is included in this report as Attachment #1. Since it is a new position, staff recommend the job description go to the Job Evaluation Committee to approve the job description and assign placement on the Employee Pay Grid.

Financial Implications:

There is no financial implications as a result of this report and the creation of the position will be discussed as part of the 2022 operating budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

CAP Goal 1 - Attracting New and Supporting Existing Businesses and Farms

Action 1:

The residents and businesses of Southgate envision a growing and diverse local economy, which respects our agricultural background while also attracting new businesses and new employment opportunities in keeping with the renewed growth of our population.

CAP Goal 2 - Revitalizing Downtown Dundalk

Action 2:

The residents and businesses of Southgate envision our largest town once again becoming a source of community pride and a hotbed of community activity, with a much-improved appearance and a broader range of business opportunity.

2-E - The Township will increase its support for, and promotion of, community events, festivals, parades, library activities, and other events that attract people to the downtown area.

Concluding Comments:

1. That Council receive this report as information.
2. That Council approve the draft job description for Library Assistant – Digital Services.
3. That Council direct staff to review and evaluate the draft job description for the Library Assistant – Digital Services through the Southgate Job Evaluation Committee for a recommended placement of the Employee Pay Grid.
4. That Council direct staff to report back to the October 6, 2021 Council meeting with a report from the Job Evaluation Committee and the final version of the Library Assistant – Digital Services job description for approval.
5. That the 2022 budget deliberations will be part of the future discussions related to the justification of the position, approval for hiring to fill the job and as well the review of the working hours of existing library staff positions.

Respectfully Submitted,

Original Signed By

Human Resources: _____

Kayla Best, HR Coordinator/ Assistant to the CAO

Librarian CEO Approval: ***Original Signed By*** _____

Lacy Russell, Librarian CEO

CAO Approval: ***Original Signed By*** _____

Dave Milliner, CAO

Attachments:

Attachment #1: Library Assistant – Digital Services Draft Job Description