



Web Services Librarian Limited Term Appointment

*Concordia University Library invites applications for a service-minded and innovative librarian in a limited term appointment as **Web Services Librarian**. The incumbent provides vision, leadership, and expertise in the organization, design and maintenance of the Library's website and digital presence. This is a 12 month full-time appointment with possibility of renewal.*

Concordia University is one of Canada's most dynamic universities in one of North America's most livable cities. It reflects a unique blend of commitments to diversity, accessibility, social responsibility, and innovation. With over 43,000 students (6,300 international) and nearly 1,800 full-time and part-time professors, Concordia is recognized for offering a rich academic experience combined with strong community engagement.

Concordia University Library serves the lively university community from two campus libraries, the Georges Vanier Library at the Loyola campus and the R. Howard Webster Library at the downtown campus, with a team of over 30 professional librarians. Its services are founded upon the university's [strategic framework](#) and [academic plan](#). For more information about the services and operations of the Library, see <http://library.concordia.ca/>.

The Web Services Librarian is a member of the Library's professional team, reporting to the Associate University Librarian, Information Systems & Technology, or his delegate.

The Web Services Librarian takes overall responsibility for the design and management of the Library's website. The incumbent works collaboratively to develop, support and manage the Library's web presence, applying principles of usability and accessibility, to improve the web delivery of services to students, faculty, staff and the wider community. He/she liaises with the University Communications Services to ensure the Library's website is in line with the University's visual identity and strategic priorities. He/she works closely with the library's technology group and the library's communication team.

Librarians on limited term appointments contribute, on a temporary basis, to the delivery of Library services and operations. Individuals holding limited-term appointments may receive subsequent reappointments, given continued funding and need, as well as satisfactory job performance. Together, the initial and subsequent limited-term appointments may not exceed 36 months or a span of three consecutive years.

Librarians are members of the Concordia University Faculty Association (CUFA).

Primary Responsibilities

Provide vision, leadership, and expertise in the organization, design and maintenance of the Library's website and digital presence.

Implement and manage site structure, navigation tools and search engine optimization; monitor and report on web analytics data to inform design decisions.

Work closely with the library web team to manage, develop and offer a user-friendly and dynamic website in compliance with web standards and university guidelines.

Collaborate with librarians and staff to conceptualize, implement and improve the delivery of library services on the Library's website and other Library/University digital systems (e.g. digital signage/wayfinding and digital collections discovery).

Develop and recommend policies, standards, and guidelines for web content development, implementation, and management.

Design and carry out assessment of the website's usability and users' needs.

Works closely with the Library's communication team and with University Communications Services (UCS).

Provide instruction and skills development sessions for library users, librarians and staff.

Provide service in the Webster Library Technology Sandbox (Makerspace), as needed.

Participate in internal and external committees and teams as required.

Keep current with changing professional expectations, service requirements, and developments in academic libraries.

Actively explore new technologies.

Perform other tasks and duties as assigned by the Associate University Librarian, Information Systems and Technology.

Qualifications

Graduate degree from a library school accredited by the American Library Association, or approved equivalent education and training acceptable for membership in the Corporation of Professional Librarians of Quebec and (2) years of relevant work experience or less depending on the relevance of the experience.

Knowledge of website development and administration using standards-based, user-centered information architecture.

Knowledge of issues surrounding web site development and maintenance.

Knowledge of different web browsers, web standards, cross-platform design issues.

Knowledge of and experience with HTML5/CSS3, XML, PHP and JavaScript.

Knowledge of Adobe Creative Suite, of web content management software such as Adobe AEM, WordPress.

Experience with and knowledge of current trends and issues in web technologies and usability assessment.

Knowledge and experience in the use of information resources and systems.

Strong leadership abilities, communication and interpersonal skills to manage projects, work with teams and provide training.

Demonstrated project management & organizational skills; ability to effectively manage multiple projects concurrently.

Ability to work constructively, collaboratively and tactfully, exercising good judgment.

A proven service orientation and a strong commitment to professional development.

Excellent writing skills.

Proven creative and analytical thinking skills, excellent problem-solving ability and resourcefulness.

Oral and written fluency in English is essential. Good conversational French is an asset.

Salary and Benefits

The salary for an initial limited term appointment is as of June 1st 2017, \$54,425 per annum. All appointments include a competitive and comprehensive benefits package.

The appointment will commence at the earliest negotiable date.

Concordia University is committed to employment equity.

Application Procedure

Interested candidates must supply the following in one (1) single attachment:

- a letter of interest;
- curriculum vitae, which includes a statement of your citizenship;
- the names, email addresses and telephone numbers of three professional references.
- an example (including URL) of at least one website to which you have made a significant contribution with a description of your contribution.

All qualified candidates will be considered. Canadian citizens and permanent residents of Canada will be given priority.

Candidates should apply in confidence by email to Ms. Sandra Biron, Library Personnel Assistant at lib-admin@concordia.ca

Applications must be received by **no later than 5:00 p.m. on September 13, 2017.**