



JOB POSTING

DIGITAL LITERACY ASSISTANT (permanent, full-time position)

35 hours per week, includes some evenings and weekends

Aurora Public Library is a community-led library serving a population of 63,000 residents. We are proud to support a culture of learning and innovation within our organization and in our community.

Our strategic plan supports the development of new technological initiatives for both internal and external customers. The Digital Literacy Assistant will have a hands-on orientation to training, assisting customers in developing new skills so that they become active participants in our technological environment.

This position combines your passion for the changing technological landscape and your ability to share that passion with others, communicating new ways of “thinking and doing”. If you are a creative, out-of-the-box thinker, consider joining our team!

The work includes: supporting the development and delivery of innovative digital experiences and technology-enriched learning to both staff and members of the public, providing back-end coding to support and enhance APL’s website and platforms, and researching and developing new technologies that make APL the “go-to” place for support, innovation, learning and fun.

LOCATION:

Aurora Public Library
15145 Yonge Street, Aurora, ON L4G 1M1

POSITION SUMMARY:

The Digital Literacy Assistant is responsible for identifying emerging technologies and digital literacy services that will enhance the technological service levels offered by the Library. The incumbent contributes to the planning and implementation of new technologies and delivers technology-related programs to the community. In addition to identifying and mastering new technologies, the DLA is responsible for the development and maintenance of applications and reports that will optimize operations and Library’s online presence. The DLA is expected to be a strong team player with a user-centric orientation to library services; focused on meeting the needs of the community and inspired by a proactive commitment to the Library’s Vision and Strategic Plan.

WORKING CONDITIONS:

Works 70 hours per two week period, including evenings, weekends.

QUALIFICATIONS:

- ▶ University degree in related discipline (computer science, information technology, interactive multimedia and design) or post-secondary diploma in computer programming or information technology
- ▶ Additional formal certifications in computer programming and/or database administration are assets
- ▶ Demonstrated experience in programming languages (Python, Java, VBScript, JavaScript, C, C++, etc.) and content management software (Drupal, PHP, CSS)

- ▶ Demonstrated engagement with new technologies (augmented reality, virtual reality, makerspace technologies, DIY hacks, etc.)
- ▶ Proficiency in office automation – MS Office and Apple products
- ▶ Demonstrated ability to learn new technologies and a commitment to instruct others
- ▶ Demonstrated experience with mobile devices and current technologies
- ▶ Demonstrated problem-solving and trouble-shooting skills
- ▶ Strong analytical skills using statistics and data
- ▶ Demonstrated ability to effectively develop and deliver programs to all ages, using a combination of online resources and public library technologies
- ▶ Commitment to excellence in customer service
- ▶ Public library experience an asset
- ▶ Ability to meet or exceed technical competencies outlined in Position Profile
- ▶ Change orientation and positive demeanour

STARTING SALARY: \$25.06 per hour

APPLICATION: Email your resume to:
jobs@library.aurora.on.ca
Human Resources, Aurora Public Library

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

The posting will remain active until the position is filled. Thank you.

The Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. Previous applicants need not re-apply.

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 of accommodation measures you may require during the selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.