

The team at the Pickering Public Library are collaborators and innovators. We embrace change, diversity and inclusion. We understand “the why” behind what we do, and we put library clients first.

Our hope is that when anyone visits the Pickering Public Library, whether in person or online, they don’t just walk through a door. Instead, they step into a space that offers everyone possibility. Reveals potential. And provides community for all.

Does this sound like a workplace that aligns with the contributions you want to make in your career?

The Pickering Public Library has a permanent full-time opening for a reliable and hardworking **Local History Specialist**.

Summary:

The Local History Specialist is the key expert with in-depth knowledge of local history and genealogy services. This role supports the local history collection’s aim of acquiring, conserving, protecting, and interpreting the collection. The specialist will be responsible for the outcomes of promoting the collection, making it available to the public, developing learning experiences, and supporting community building through our shared connection to Pickering. This position is a functional leader, responsible for organizational priorities related to local history.

Salary: \$60,970 - \$67,740 per year (To be reevaluated)
Hours: 35 per week
Start Date: December 2025

The Successful Applicant:

- Assists organizations, groups, and individuals with access to the local history collections both in-person and virtually. This includes individual or group instruction and tours.
- Coordinates the acquisition, organization, digitization, and preservation of the Library’s local history collection.
- Coordinates with appropriate library staff and delivers in-library and outreach events with a focus on local history and genealogy. Provides direct in-house services to clients based on scheduled public service team needs any day of the week.
- Promotes Library services to the community including virtual promotion.

- Liaises with community groups to build effective partnerships. Maintains awareness of and advocacy for the library needs of clients.
- Stays current with developments and emerging trends within the field and the community as it applies to enhancement of services.
- Responsible for easy to access website content that showcases local history and genealogy.
- Demonstrates and maintains the required level of technical proficiency.
- Trains and supervises the tasks of junior staff.
- Prepares, analyzes, and presents statistics and reports to inform service priorities.
- Other duties consistent with job responsibilities.

Applicants Must Have:

- A Master's Degree in Library and Information Science or a related field is preferred; a combination of equivalent education and relevant experience will also be considered.
- 6 months' related leadership experience.
- Strong technology skills: MS Office, social media, and database maintenance.
- Regular access to a vehicle along with a valid driver's license is required for this role.

The successful applicant will be scheduled to work varying shifts including days, evenings, and weekends. The applicant may be scheduled at any location within the Library system.

We thank all applicants for their interest. Please note that only applicants selected for an interview will be contacted.

A satisfactory Vulnerable Sector Check is required for most jobs at the Library. Please note that job offers will only be made upon successful completion of all background checks.

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only) on or before **December 1, 2025 by 12:00 noon**.

Alternate formats of this document are available upon request.
Please speak to Human Resources for assistance.