

HALTON HILLS PUBLIC LIBRARY

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Career Opportunity: **Halton Hills Public Library**
Library Aide – Community and Adult Services
Contract Call-In Position

The Halton Hills Public Library is seeking an energetic and customer service oriented team player to work as part of the Library's Community and Adult Services Team. The incumbent will shelve items, maintain order in the public collection, assist with box office ticket sales, provide assistance at Service Desks (e.g., checking in and out materials) and perform other clerical duties as assigned.

The incumbent will work at both the Georgetown and Acton Branches and may be required to work weekdays, evenings and weekends.

Position Responsibilities

- Sort and shelve Library material
- Shelf-read Library material to ensure correct alphabetical or numerical order
- Assist with box office ticket sales
- Assist at the service desk
- Provide limited assistance to borrowers, demonstrate use of the public access catalogue and self-check machinery and answer directional questions
- Empty the book drop and check-in material
- Perform general clerical duties

Qualifications

Essential

- Minimum Secondary School Diploma or equivalent
- Ability to follow oral and written directions
- Ability to interact pleasantly and courteously with the public and staff, and to promote a harmonious workplace
- Ability to communicate well, orally and in writing
- Ability to bend and reach upper and lower shelves of the collection stacks
- Available to work days, evenings and weekends in both Acton and Georgetown Branches

Desirable

- Equivalent of one year's experience working in a public service environment with people of all ages
- Demonstrated ability to work effectively with all age groups in a busy environment with minimum supervision

- Computer knowledge
- Experience in handling cash/credit sales

Hours: Call-In position with no specified hours.
Includes evenings and weekends in both Acton and Georgetown Branches

Salary: \$17.11 per hour

Application Deadline: **Friday, March 20, 2020**

Start Date: **April 2020**

To Apply:

Qualified candidates may submit a detailed cover letter and resume in confidence to the Library by 5:00 p.m., March 20, 2020. Those candidates offered an interview will be required to provide the names and contact information of three references at that time.

Please identify the title of the position that you are applying for in your cover letter and in the subject line of your email.

Please apply using only **one** method of application below.

Email: barb.elliott@haltonhills.ca (preferred)

Mail:

Barb Elliott, Executive Assistant
Halton Hills Public Library
9 Church Street
Georgetown, Ontario
L7G 2A3

RE: Library Aide – Community and Adult Services

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted.

The Halton Hills Public Library is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Library's Administrative Assistant at 905-873-2681 Ext. 2523 of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially