

HALTON HILLS PUBLIC LIBRARY

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Career Opportunity:

Halton Hills Public Library

Library Aide – Content and Technologies

One (1) Permanent Part-time position

The Halton Hills Public Library is seeking an energetic and customer-service-oriented team player to work as part of the Library's Content and Technologies Team. The incumbent will process library materials, prepare and receive shipments of materials, assist with collection maintenance such as repairs and discards, and perform other clerical duties as assigned. This position may work out of the Georgetown and Acton Branches, and will report to the Systems Librarian.

Position Details

- Process library materials in preparation for circulation
- Repair library materials
- Receive shipments of new materials
- Assist with routine collection maintenance such as preparing discards for book sales
- 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

Desirable

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

Hours:

21 hours per week
May include evenings and weekends in
both Acton and Georgetown Branches

Salary:

\$16.53 per hour

Application Deadline:

Friday, January 25th, 2019 at 5pm

Start Date:

February 2019

To Apply:

Qualified candidates may submit a detailed cover letter and resume in confidence to the Library by 5:00 p.m., January 25th, 2019. 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.

Mail:

Barb Elliott, Executive Assistant
Halton Hills Public Library
9 Church Street
Georgetown, Ontario
L7G 2A3
RE: Library Aide – Content and Technologies

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

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.