

EXTERNAL JOB POSTING

DATE: September 4, 2019
POSITION: Page
HOURS of WORK: Part-Time
RATE of PAY: \$14.18 per hour (weekday hours)

QUALIFICATIONS:*

- Graduate of or currently enrolled in high school.
- Proven ability to learn and perform library routines with accuracy and attention to detail.
- Some knowledge of library organizational principles (Dewey Decimal Classification, etc.)
- Ability to work independently

JOB DUTIES:

This position is responsible for staff assistance and shelving of materials. These include, but are not restricted to:

- Shelve library materials, filing both numerically and alphabetically; performs other tasks to keep the library in order
- Retrieve items from shelves at the request of library staff
- Assist in the setup of furnishings and equipment for library programs
- May assist in library programming such as supervision of childrens' movies, etc.
- Refer customer inquires to appropriate staff members

ADDITIONAL INFORMATION

For further information about this position, contact **Sarah White, Manager of Public Services** at **905-985-7686**.

APPLY BY EMAIL

swhite@scugoglibrary.ca

APPLICATION DEADLINE

September 12, 2019

HOW TO APPLY

Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and the **reference # 2019-04**. Applications should be addressed to: Sarah White, Manager of Public Services, Scugog Memorial Public Library, 231 Water Street, P.O. Box 1049, Port Perry, Ontario, L9L 1A8.

Library Page - Job Description

Job Summary:

Performs shelving, collection organization and collection maintenance tasks according to established procedures and service guidelines.

Classification: Library Page

Reports To: Manager of Public Services

Qualifications:

Graduation from or current enrollment in high school

Proven ability to learn and perform library routines with accuracy and attention to detail.

Some knowledge of library organizational principles (Dewey Decimal Classification, etc.)

Ability to work independently

Abilities:

Requires frequent lifting and carrying of library materials; pushing and pulling of book carts; and frequent stooping and reaching.

Demonstrated ability to work efficiently, with a high level of accuracy and attention to detail

Proven knowledge of and ability to adhere to applicable legislation, including Municipal Freedom of Information and Protection of Privacy Act, Public Libraries Act, Accessibility for Ontarians with Disabilities Act and the Occupational Health and Safety Act.

Demonstrated ability to establish and maintain harmonious relations with staff, despite minimal opportunities for interaction.

Able to maintain a mature problem-solving attitude while dealing with time demands.

Able to start and persist with specific courses of action while exhibiting high motivation.

Ability to work effectively with minimal direct supervision.

Job Duties and Responsibilities:

Shelves library materials, filing both numerically and alphabetically; performs other tasks to keep the library in order

Retrieving items from shelves at the request of library staff

May use various equipment to maintain library collections

Assist in the setup of furnishings and equipment for library programs

May assist in library programming such as supervision of childrens' movies, etc.

Refers customer inquires to appropriate staff members

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.