

EXTERNAL JOB POSTING

DATE: August 10, 2023

POSITION: Library Technician 1
Information Services

HOURS of WORK: Part-time (1 Year Contract with chance for renewal - 12+ hours per week)
Hours of work will include weekdays, evenings, Saturdays and Sundays, as scheduled.

RATE of PAY: \$26.60 per hour

QUALIFICATIONS:

- Graduate of a recognized Library and Information Technician Diploma or an equivalent combination of education and experience to the satisfaction of the Library CEO.
- Experience providing exceptional customer service within a public library setting.
- Demonstrated understanding of public library services.
- Demonstrated ability to communicate courteously and effectively verbally and in writing.
- Demonstrated working knowledge of technological applications including Internet, electronic databases, social media, standard office computing software
- Experience troubleshooting minor computer issues.

JOB DUTIES:

The incumbent is a member of the Information Services staff and will be scheduled to work on the public service desk as needed.

Information Services duties may include, but are not restricted to:

- Providing excellent customer service to members of the public seeking information. Providing information in-person, by telephone and through digital services.
- Supporting patrons, in-library and remotely, in their access and use of the Library's digital collections, website, and the Internet.

- Assists patrons with the use of Library technology including, but not limited to computers (desktops, handheld devices, etc.), printers, scanners, photocopiers and other digital equipment.
- Supporting and promoting the library's programs and initiatives.
- Advises and informs patrons about books, as well as other platforms and resources that match their reading, viewing, listening preferences.
- Providing patrons with circulation services as needed.
- Assisting with collection maintenance through recommendations, selection and deselection, as assigned.
- Acting as the 'in charge' person in the absence of the Manager of Public Services and CEO.
- Complying with all procedures and requirements of the Occupational Health and Safety Act, Library Policies and other applicable legislation or regulations.

ADDITIONAL INFORMATION

For further information about this position, contact **Sarah White, Manager of Public Services** at swhite@scugoglibrary.ca.

ORGANIZATION HOME PAGE

www.scugoglibrary.ca

APPLY BY EMAIL

swhite@scugoglibrary.ca

APPLICATION DEADLINE

Friday, August 25th, 2023

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 # 2023-02**. Incomplete submissions will not be accepted. Applications should be submitted by email to swhite@scugoglibrary.ca. We thank all applicants, however, only those selected for an interview will be contacted. A current police check will be required from the successful applicant.

Scugog Memorial Public Library is an equal opportunity employer, committed to diversity and accessibility within the workplace.