

EXTERNAL JOB POSTING

DATE: March 26, 2024

POSITION: Library Technician 1
Information Services

HOURS of WORK: Part-time - Permanent
(12 to 24 hours per week)
Hours of work will include weekdays, evenings, Saturdays and Sundays, as scheduled.

RATE of PAY: \$27.13 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, April 12th, 2024

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 # 2024-02**. 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. We value diversity in our workforce and are committed to attracting and retaining individuals who will work together effectively to meet the needs of the community. We are committed to providing inclusive, barrier-free recruitment selection processes and work environments.