

## Library Technician 1- Casual

Competition Number: 2022-44

### One (1) Casual, Permanent Part-Time Position Available

The Springwater Public Library operates three branches (Elmvale, Minesing, and Midhurst) within the Township of Springwater with a population of approximately 20,000 residents. The Library is looking for a flexible, customer service oriented person for the position of Library Technician 1 casual. This position is primarily a call-in position with variable hours which includes evenings and Saturdays.

### Position Summary

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Reporting to the CEO, the Library Technician 1 – Casual will be responsible for public circulation duties, assisting with programs and transporting material between branches. The incumbent will also assist clients with general reference questions and reader's advisory. Responsibilities primarily consist of:

- The regular transportation of materials between branches
- Providing circulation duties
- Answering reference and general interest questions, both in person and via telephone or electronic methods
- Assisting with programs
- Assisting with communications and marketing
- Shelving materials
- Assisting patrons with technology questions both on their devices and library computers
- May be responsible for sanitizing and light cleaning of the facility and work stations

### Qualifications and Experience

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- Minimum completion of an Ontario Secondary School Diploma is required; completion of the EXCEL certificate or Library Technician Diploma is considered an asset.
- Previous library experience is preferred.
- Previous experience working with children is preferred.
- Working knowledge of the internet, computer hardware, software, and tablets or devices is required.
- Ability to lift up to 50 lbs is an asset.
- Self-motivated and the ability to work with minimal supervision.
- Must possess effective communication skills to provide excellent customer service.

- Ability to maintain discretion and a high degree of confidentiality of information is critical.
- Must be willing to work flexible hours, including Saturdays and some evenings.
- Must be able to work at any branch location (Elmvale, Midhurst, Minesing); this position will require travel between all three branches of the Springwater Public Library.
- As a condition of employment, all applicants must be willing to submit a Criminal Records Search - Vulnerable Sector Screening that is acceptable and in good standing to the Springwater Public Library.
- Class G Driver's License required: license must be maintained as valid and in good standing

## Rate of Pay

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The rate of pay for this position is \$24.73 per hour (2022 rate) plus statutory holidays and vacation pay as per the Employment Standards Act.

## Hours of Work

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This position, with an anticipated start date beginning in June. This position does not offer guaranteed hours each week, as it is a casual position. Hours will vary from week to week and may be a combination of both scheduled and call-in.

## How to Apply

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Apply online by visiting [www.springwater.ca/careers](http://www.springwater.ca/careers) and click on **Apply Now** to submit your cover letter and resume for Competition Number 2022-44.

**Closing Date:** June 1, 2022.

**Note:** Applications that are not submitted online will not be considered. All applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Applicants are responsible for ensuring that they check their email regularly. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

**Important:** As a condition of hire, all new employees will be required to comply the mandatory COVID-19 Vaccination Policy that is in effect.

The Library thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.

## **Accessible Accommodations**

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As an inclusive employer, we are committed to providing a fully accessible recruitment process. Please contact us at any time during the recruitment process and let us know what accessible supports you may need.

## **About the Library**

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STPL prides itself on offering outstanding customer service while providing information and entertainment to Springwater residents. STPL operates three physical branches (Elmvale, Midhurst, and Minesing) as well as a robust digital branch consisting of our website, social media platforms, online resources, ebooks, and virtual programs. Springwater is a mix of urban and rural in the centre of Simcoe County, with a population of approximately 20,000 residents.