HALTON HILLS PUBLIC LIBRARY
A World Within Our Doors

Career Opportunity: **Library Aide – Access Services**
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 Access Services 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.

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

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

Hours: 21 hours per week,
may be required to work weekdays, evenings and weekends
in both Acton and Georgetown Branches

Salary: $16.24 per hour

Application Deadline: Friday August 4, 2017.

Start Date: September 2017

To Apply: Please mail resume and the names and contact numbers of three references to:

Access Services Librarian
Halton Hills Public Library
9 Church Street
Georgetown, ON
L7G 2A3

Or email (PDF files only) to: clare.hanman@haltonhills.ca

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.