



HALTON HILLS PUBLIC LIBRARY

A World Within Our Doors

Career Opportunity: Halton Hills Public Library
Library Aide – Circulation
(1) Permanent Part-time
(1) Contract

The Halton Hills Public Library is seeking an energetic and customer service oriented team players to work as part of the Library's Circulation Team. The incumbents will shelve items, maintain order in the public collection, assist with box office ticket sales, provide limited assistance in Circulation (e.g., checking in materials) and perform other clerical duties as assigned. The incumbents will work out of the Georgetown and Acton Branches and will report to the Circulation Supervisor. The incumbents may be required to work week days, evenings and weekends.

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 environment with people of all ages
- Demonstrated ability to work effectively with all age groups in a busy environment with minimum supervision
- Computer knowledge
- Experience in handling cash/credit sales.

Position Details

- Sort and shelve Library material
- Shelf-read Library material to ensure correct alphabetical or numerical order
- Assist with box office ticket sales.
- Assist at the Circulation desk
- Provide limited assistance to borrowers, demonstrate use of the public access catalogue and self-check machinery and answer directional questions
- Empty the book drop and check-in material
- Perform general clerical duties

Hours: Approx. 9-12 hours per week; includes 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:

Circulation Supervisor
Halton Hills Public Library
9 Church Street
Georgetown, ON L7G 2A3

PDF resumes may be submitted to sherry.farago@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