

# HALTON HILLS PUBLIC LIBRARY

Imagination | Innovation | Opportunity

## EMPLOYMENT OPPORTUNITY

**Career Opportunity:**            **Halton Hills Public Library**  
**Library Associate – Community and Adult Services**  
**One (1) permanent part-time position**

Are you a people-person who loves to share your ideas with others? Are you intellectually curious and always looking for opportunities to bring your creativity to your workplace? Do you have experience and enjoy teaching new skills to individuals? If so, the Halton Hills Public Library could be the place for you!

The Halton Hills Public Library is seeking an energetic, innovative, customer-service-oriented team player with exceptional technical skills to work as part of the Library's Community and Adult Services Team. You will work closely with the Adult Programming Team to design and deliver high quality programs for the community. This position overlaps with other departments and requires collaboration with Children's and Youth Services and other Community and Adult Services staff, as well as various community partners.

As a member of the broader Community and Adult Service Team, you will assist patrons with troubleshooting and learning how to use their devices, learning basic computer skills and exploring our Creativity Centre. You will help patrons make the greatest use of the Library by providing in-depth information service and advice on print and non-print collections.

This position will work out of the Georgetown and Acton Branches, and will report to the Adult Services Librarian.

### **Position Details**

- Plan, conduct and evaluate creative, cultural, dynamic, innovative and literacy-building programs for adults, seniors and youth as well as program on current technologies, social media, e-resources and desktop software
- Provide in depth information, and readers' advisory services to the public in person, by telephone, and electronically
- Instruct public and staff in the use of technology for our Creativity Centre including appropriate audio, video and image hardware and software
- Instruct public and staff in the use of new technologies and social media

- Instruct the public and staff in the use of the catalogue and the Library's other online resources e.g. website, databases
- Work with community organizations to develop mutually beneficial programs and partnerships
- Represent the Library at outside events and to community organizations (including local events, schools, community centres)
- Maintain elements of the Library's social media presence under the direction of the Adult Services Librarian
- Direct and monitor Pages/Volunteers on tasks to be completed within department
- If so designated, act as the In-Charge Person (ICP) as required
- Perform other job related duties including but not limited to maintaining Government Documents and Local History collections
- Process and maintain designated sections of the adult collection as needed

## **Qualifications**

### ***Essential***

- Minimum education: Library Techniques diploma (2 years college) or equivalent which may include one of the following: Bachelor of Media Information & Technoculture; Bachelor of Media & Public Interest; Bachelor of Education with Library Additional Qualifications, or Master of Library Science
- Equivalent of two years' experience working in a similar position
- Superb customer service skills
- Excellent attention to detail
- Well-developed skills in information service delivery
- Well-developed programming and presentation skills
- Strong knowledge of popular adult and teen non-fiction, fiction and audio-visual titles
- Familiarity with office software
- Knowledge of an integrated library system
- Able to accommodate a variable schedule
- Able to organize time efficiently
- Ability to interact pleasantly and courteously with the public and staff, and to promote a harmonious workplace
- Strong English written and oral communication skills.

### ***Desirable***

- An undergraduate university degree an asset
- Additional training in Library techniques or related disciplines
- Previous experience with automated Library system (e.g. Sierra)
- Valid driver's license
- Access to a vehicle

**Hours:** Approximately 21 hours per week.  
Includes evenings and weekends in both Acton and Georgetown Branches

**Salary:** \$30.60 per hour

**Application Deadline:** Wednesday, August 22, 2018 at 5:00 p.m.

**Start Date:** September 2018

**To Apply:**

Qualified candidates may submit a detailed cover letter, resume and the names and contact information of three references in confidence to the Library by 5:00 p.m., August 22, 2018.

**Please identify the title of the position that you are applying for in your cover letter and in the subject line of your email.**

Please apply using only **one** method of application below.

**Mail:**

Barb Elliott, Executive Assistant  
Halton Hills Public Library  
9 Church Street  
Georgetown, Ontario  
L7G 2A3  
RE: Library Associate – Community and Adult Services

**Email:** [barb.elliott@haltonhills.ca](mailto:barb.elliott@haltonhills.ca) (preferred)

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.