

Job Posting: #2021-15

Job Title: Library Assistant, Technical Services

Department: Library Services

Reports To: Technical Services Coordinator

Status: Permanent Full Time

Hours per Week: 35

Salary: \$21.62 to \$26.28 per hour (under review)

Application Due Date: Wednesday, April 28, 2021

Position Summary

This position provides a variety of support functions to the technology, bibliographic, and public services of the library. This position is also responsible for assisting in the planning and delivery of library technology programs for all ages.

Role Specific Duties and Responsibilities

1. Provides circulation and information services to the public.
2. Assists in preparing, organizing, and delivering technology programs and training to library customers.
3. Assists with posting updates and information to the library's social media accounts.
4. Assists library customers with computers, equipment, and technology
5. Is responsible for the library (client concerns, security, closing, etc.) in the absence of senior staff.
6. Perform other duties as assigned consistent with job responsibilities and corporate objectives.
7. Handles cash related to overdues and other fees.

General Duties and Accountabilities

1. Provides a high standard of customer service while responding to inquiries and resolving complaints from the public and staff.
2. Provide and maintain a high degree of confidentiality and security of information at all times.
3. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines and perform safe work practices.
4. Perform other duties as may be assigned in accordance with department and corporate objectives.

Education, Skills and Experience

1. College diploma in relevant area, or a combination of education and experience
2. 1 year of relevant experience in a similar public service setting
3. Demonstrated understanding of computerized information services: data and records; sources of information; data handling; database structure and uses; and web-base and online facilities
4. Experience with common computer facilities: word-processing; spreadsheets; databases; social media etc.
5. Personal attributes: excellent customer service skills; good communication and interpersonal skills; problem-solving; flexibility; creative abilities
6. Ability to demonstrate tact and discretion and to deal effectively and courteously in all aspects of the position; to maintain confidentiality, and to foster good rapport and cooperative working relationships

Physical Demands and Working Conditions

- Physical demand requires considerable sitting and computer usage. Working conditions are in a standard office environment and public meetings with exposure to written and verbal criticism from the public and phone/counter interruptions.
- Some lifting to a maximum of 35lbs.
- Normal hours of work are 35 hours per week with scheduled hours including assigned evening and weekends.

Contacts and Interactions

- Communicates regularly with the general public, municipal staff, community groups and government agencies.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume in a pdf format directly to the Municipality quoting Job #2021-15 by Wednesday April 28, 2021 to:

jobs@meaford.ca

Attention: Human Resources



The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.