



## INTERNAL/EXTERNAL JOB POSTING

JOB TITLE:	Library Page
HOURS PER WEEK:	Hours are not guaranteed but may include daytime, evening and weekend hours
LOCATION:	System Wide – 2 based Downtown; 1 based at Painswick
SUMMARY:	Under supervision of a Manager and direction of a Librarian, performs a variety of tasks according to established policies and procedures.
SALARY:	\$15.76 - \$17.17
POSTING DATE:	November 22, 2022
CLOSING DATE:	December 2, 2022 at 5:00 p.m.

### QUALIFICATIONS:

1. Ability to establish and maintain harmonious relationship with staff and public
2. Ability to follow established routines with accuracy and attention to detail
3. Flexible availability to meet the needs of the library
4. Demonstrated interest in libraries and/or library work
5. Physical ability to stand for hours at a time, carry loads of 40 pounds, push loaded carts/bins, bend, stretch and kneel

### KEY COMPETENCIES:

- Customer Service
- Communication
- Collaborative Relationships
- Technology Skills
- Organizational Skills and Productivity
- Learning and Growth Mindset
- Ethics and Values

## DUTIES AND RESPONSIBILITIES:

### **Collections Support**

- Empties book-drop
- Checks in materials and processes holds
- Searches for items on lists
- Performs shelf checks as needed
- Flags items for evaluation
- May process discarded material for shipment
- May assist with maintenance of materials (labelling, repair, etc.)

### **Shelving Maintenance**

- Shelves material
- Maintains tidy and organized collections by shelf reading, shifting, edging, and straightening material
- Restocks displays
- Dusts shelving and acrylic displays

### **Public Spaces**

- Ensures public spaces are tidy and have sufficient supplies
- Provides opening and closing duties
- Cleans equipment and supplies as needed (e.g. toys, keyboards, screens)

### **Program Support**

- Provides meeting room setup and take-down
- May provide program assistance

### **Branch Support**

- May deliver and pick up mail
- May run errands

### **Other**

- Other duties as may be assigned

## WORKING CONDITIONS:

This is a system-wide position that may be assigned at any Barrie Public Library location.

Hours of work may include evenings and weekends to support the work of the library.

Applicants may be asked to provide proof of education status, licenses, certification upon the Library's request.

Personal information is collected under the authority of the *Public Libraries Act*, R. S. O. 1990, Chap. P.44, section 23, subsection 4 and will be used to determine eligibility for employment.

Barrie Public Library is committed to providing an inclusive, barrier-free environment for job applicants. As an organization, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act (2005)*. If invited to participate in an interview, please advise us of accommodation measures you may require during our recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.

Those wishing to apply should submit a cover letter and current resume to:

Jane Little

Manager Human Resources

Email: [jobs@barrielibrary.ca](mailto:jobs@barrielibrary.ca)