



JOB POSTING

JOB TITLE: Library Page (fixed-term position to September 30, 2019)

HOURS PER WEEK: Hours are not guaranteed but may include daytime, evening and weekend hours

LOCATION: System-wide (Home Branch: Downtown)

SUMMARY: Under supervision of the Manager, Service Delivery, performs a variety of tasks according to established procedures.

SALARY: \$14.00 - \$14.60 (2018 rate)

POSTING DATE: January 2, 2019

CLOSING DATE: January 16, 2019

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. Age 16 or over.
4. Available daytime, evening and weekends.
5. Demonstrated interest in libraries and/or library work.
6. Physical ability to stand for hours at a time, carry loads of 40 pounds, push loaded carts/bins, bend, stretch and kneel.
7. A Criminal Record Check, including Vulnerable Sector Screening, is a condition of employment

KEY COMPETENCIES:

- A. **CUSTOMER SERVICE / ADVOCACY SKILLS**
 - Develops and sustains productive customer and staff/department relationships
- B. **COMMUNICATION SKILLS**
 - Listens and articulates well
 - Comprehends information and explanations
 - Displays computer, writing, and public interaction skills as required for the job
- C. **INTERPERSONAL SKILLS AND PROFESSIONALISM**
 - Displays a high level of discretion, honesty and integrity

- Maintains a positive and respectful attitude, treating others with respect and dignity
 - Arrives at work on time and is ready to start at beginning of shift
- D. ORGANIZATIONAL SKILLS AND PRODUCTIVITY
- Plans and prioritizes work effectively
 - Produces quality work and a satisfactory quantity of work
 - Demonstrates initiative to seek out additional work when tasks are completed
- E. LEADERSHIP SKILLS
- Completes own workload and respects the time of other staff members
 - Establishes and demonstrates high performance standards
 - Sets a good example for fellow staff members
- G: ADAPTABILITY / LEARNING SKILLS
- Accepts new challenges and responsibilities
 - Maintains effectiveness when experiencing changes in work tasks or the work environment
- H: ANALYTICAL/CONCEPTUAL THINKING
- Acts quickly and independently as appropriate, brings questions and information to supervisor and other staff as appropriate

DUTIES AND RESPONSIBILITIES:

1. Maintains library orderliness by performing a variety of tasks including the shelving of library materials and shelf reading.
2. Retrieves material from storage.
3. Searches for material on missing, lost, claims returned and trace lists.
4. Participates in meeting room set-ups and take-downs.
5. May deliver and pick up mail.
6. May run errands.
7. May assist with library programs.
8. Follows established routines for closing the library.
9. Other duties as may be assigned.
10. Cooperates as a team member with other library staff in performing any duty essential to the achievement of efficient and effective library service.
10. Works in compliance with the *Occupational Health and Safety Act*, the *Accessibility for Ontarians with Disabilities Act* and other municipal, provincial and federal privacy legislation.

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
60 Worsley Street
Barrie, ON L4M 1L6

Email: jobs@barrielibrary.ca