

LIBRARY PAGE 2, Part-Time, CUPE

(Job # WSPL-2022-007)

Status:	Part-time, Permanent
Date Open:	July 22, 2022
Date Closing:	August 10, 2022
Scheduled hours/shifts:	Up to 16 hours per week
Salary:	\$17.36/hour, Grade 4 Step 1

Position Purpose

Under the direction of the Coordinator of Service Delivery, the Page 2 position is responsible for the return of and placing in proper order all library materials to the shelves. This position performs special collection related projects regularly.

Duties & Responsibilities

1. Processes library holds for customers using the Polaris ILS system.
2. Performs repairs of library materials; this includes spine label replacement, spines, book covers, etc.
3. Performs special collection related projects as assigned.
4. Assists with receiving of new materials and interlibrary loans.
5. Checks missing books lists for missing items.
6. Checks condition of materials when shelving/returns.
7. Shelves items on book carts
8. Performs shelf-reading duties.
9. Picks up materials after patron usage and re-shelves.
10. Monitors supplies and advises Coordinator when restocking is required.
11. Other duties as assigned.

Qualifications and Requirements

1. Requires completion of high school diploma (grade 12).
2. Requires frequent lifting and carrying of library materials, pushing and pulling of heavily loaded book carts, and frequent stooping and reaching.

3. Requires visual discrimination, the ability to read spine labels, and an ability to comprehend the Dewey Decimal and other classification systems.
4. Ability to utilize computer hardware and software to access information.
5. Self-motivated with a professional attitude.
6. Ability to utilize and maintain various library equipment.
7. This position is required to take every reasonable precaution in the circumstances for the protection of the health and safety of the worker.

How to apply

Please forward your resume in confidence by **August 10, 2022 at 4:30 p.m.** identifying **Job# WSPL-2022-007 Last Name, First Name** in the subject line to anna.kroeplin@wsplibrary.ca . Please ensure your application is saved in one single document in PDF format.

The Whitchurch-Stouffville Public Library is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

As a result of the COVID-19 pandemic and in support of the Town's commitment to a healthy and safe workplace, the Whitchurch-Stouffville Public Library has a vaccination requirement for all employees. Successful candidates will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine.

Successful candidates will be asked to provide proof of full vaccination. In the event that a candidate is unable to be vaccinated as a result of a ground protected by applicable provincial human rights legislation, the Candidate may submit a written explanation of the ground and any supporting documentation to determine if they are exempt from this requirement.

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