

TECHNICAL SERVICES ASSISTANT, Full-Time, CUPE

(Job # WSPL-2022-011)

Status:	Full-Time, Permanent
Date Open:	September 16, 2022
Date Closing:	September 30, 2022
Number of Positions:	1
Scheduled hours/shifts:	35 hours per week
Salary:	\$29.515/hour, Grade 7 Step 1

Position Purpose

Under the direction of the Coordinator, Information Technology, this position is responsible for technical services functions, including acquisitions, cataloguing, and processing. This position is also responsible for the provision of reader advisory and information services in accordance with library objectives and overseeing the operations of the library at times when there is no other senior staff on duty.

Duties and Tasks

1. Responsible for technical services duties, including but not limited to acquisition, cataloguing, processing, bibliographic records, repair and withdrawal of library materials (as advised by senior staff), and database maintenance.
2. Responsible for acquisition processes, including EDI functions.
3. Enters and updates MARC, RDA and BIBFRAME records received from outside sources and adds holdings records.
4. For items not processed by vendors, responsible for processing materials in all formats and in preparing them for circulation or for in-library use.
5. Works regular shifts on the service desks, and additional coverage as required.
6. Works with external vendors, as required.
7. Responsible for updating all resource lists for the PAC.
8. As regularly scheduled, presides over the immediate and efficient operations of the library when more senior staff is not on duty.
9. Provides pro-active customer and information services. Provides reference and reader advisory services, virtual services support, directional, and technology related support.

10. Performs service desk and roving duties. Works evenings and weekends as scheduled.
11. Assists clients with problems relating to technology, including but not limited to assistance with mobile phones, tablets, and e-readers.
12. Other duties as assigned.

Qualifications and Requirements

- Library & Information Technician Diploma, or completion of a 3-year university degree with library training and current Vulnerable Sector Screening.
- Minimum of 1 year of recent library technician experience, with experience in the cataloguing of a variety of materials to MARC standard, processing, and maintaining a medium-sized automated library catalogue, preferably in a public library setting.
- Excellent customer service skills and the ability to work with a diverse group of people.
- Sound knowledge of AACR2, RDA, MARC, LCSH, DDC, and materials processing techniques.
- Familiarity with BIBFRAME.
- Ability to use computerized system for the entry and the maintenance of the library's integrated bibliographic database, including working knowledge of FTP and EDI processes.
- Advanced knowledge of computers and related software.
- Advanced English language skills, both oral and written.
- Oral and written skills in other languages an asset.
- Excellent communication, customer service, problem-solving, and inter-personal skills.
- The ability to establish and maintain effective working relationships with staff and the public.
- Ability to prioritize, work independently and maintain a positive professional attitude while under pressure.
- Ability to lift, bend, and push heavy carts of library materials.
- 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 September 30, 2022, identifying **Job# WSPL-2022-011 Last Name, First Name**, in the subject line to anna.kroeplin@wsplibrary.ca .

As a result of the COVID-19 pandemic and in support of the Library'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.

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.

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