

LIBRARY PAGE 2, Part-Time, CUPE

(Job # WSPL-2021-006)

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| Status: | Part-time, Permanent |
| Date Open: | September 22, 2021 |
| Date Closing: | October 6, 2021 |
| Scheduled hours/shifts: | 12-16 hours per week |
| Salary: | \$17.19/hour, Grade 4 Step 1 |

Position Purpose

This 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 co-ordinator 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. Ability to utilize and maintain various library equipment.

How to apply

Please forward your resume in confidence by October 6, 2021 at 4:30 p.m. identifying **Job# WSPL-2021-006 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.

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