

Programmer (FULL TIME)

Applications are invited for the position Library Programmer at Thorold Public Library.

Reporting to the Chief Librarian, the incumbent performs all duties, procedures and policies related to the Children's Department and Information desk; assists in the planning and implementation of library programming including outreach and makerspace.

Duties and Responsibilities:

- Assists in the planning and implementation of library programs for all ages
- Assists in the preparation of publicity for the library and library programs and events through press releases, posters, newsletters, brochures, and other forms of promotion
- Performs reference and reader's advisory service
- Input data and operation of automated computer system
- Shelves, shelf-reads and shifts materials
- Performs Circulation Department duties as required
- Performs Information desk duties as required
- Assesses all situations in dealing with the public
- Responsible for maintaining the privacy of personal information and borrowing record of patrons in accordance with privacy legislation
- Other duties as assigned

Equipment used includes, computer, photocopier, Integrated Library System, literacy computers, audio visual equipment, laminator and other electronic devices such as ereaders, ipads and tablets.

Education/Experience:

Minimum two (2) year Community College education from a certified library technician program, along with one (1) year experience in library programming or operations. Accurate keyboarding skills of approximately 50 w.p.m.



JOB OPPORTUNITY

CONDITIONS OF EMPLOYMENT:

Required to work under general supervision in a public environment involving some periods of visual and mental concentration with frequent interruptions. Good verbal and written communication skills required. Must be able to communicate effectively with the public. Must have a valid driver's license and vehicle.

Job Location:	Thorold Public Library 14 Ormond Street North, Thorold
Rate of Pay:	\$25.01 (Band 6)
Hours of Work:	35 hours per week: includes 2 evenings per week, and alternate Saturdays.
Classification:	Union
Expected Commencement:	December 6, 2021
Posting Date:	October 26, 2021

Interested candidates are invited to submit their resume and cover letter to the Interim Chief Librarian, Rebecca Lazarenko, via rlazarenko@thoroldpubliclibrary.ca. **Only those applicants selected for an interview will be contacted.**

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Library will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform the Chief Librarian of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.