

Library Technician (PART TIME)

Applications are invited for the position of Library Technician (Part Time) at Thorold Public Library.

Reporting to the Chief Librarian, the incumbent performs all duties, procedures and policies related to the Service Desk; maintains computers and the networks; assists with systems administration; provides detailed technical support to other library staff and with the Integrated Library System.

Duties and Responsibilities:

- Performs all duties and procedures related to Children's, Circulation and Information services
- Provides reference and reader's advisory service
- Provides detailed technical support to other library staff and with the Integrated Library system
- Assists with systems administration
- Maintains staff and public computers and networks
- Process and catalogue library materials
- Performs all duties related to interlibrary loan procedures
- Maintains special collections
- Maintains periodical collection
- Shelves, shelf reads and shifts materials
- Open, check in and distribute daily mail
- Checking material received to invoices and processing for payment
- Unpack and sort new library materials and deliveries
- Performs clerical functions such as keyboarding, photocopy and filing
- Maintain photocopy equipment : fill paper, clean glass, change toner cartridge and toner collection bottle
- Assessing 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
- Selects and deselects materials in assigned collections as required
- Performs all opening and closing procedures for the Service Desk
- Other duties as assigned

Equipment used includes microfilm reader printer, photocopier, automated library system, calculator, fax, and other electronic devices such as ereaders, iPads and tablets.



JOB OPPORTUNITY

Education/Experience:

Minimum two (2) years Community College diploma from a certified library technician program along with one (1) to two (2) years' experience in library operations or equivalent. Accurate keyboarding skills of approximately 50 w.p.m.

Conditions of Employment:

Required to work under general supervision in a public environment requiring 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:	\$29.29 per hour (Band 9)
Hours of Work:	19 hours per week: includes 2 evenings per week, and alternate Saturdays.
Classification:	Union
Expected Commencement:	As soon as possible
Posting Date:	January 22, 2024

Interested candidates are invited to submit their detailed resume and cover letter to the Chief Librarian, Joanne DeQuadros, via jdequadros@thoroldpubliclibrary.ca no later than Monday, February 5, 2024. **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.



JOB OPPORTUNITY

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.

Joanne DeQuadros, Chief Librarian
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