

Public Services Clerk (FULL TIME) (Contract – Leave Coverage)

Applications are invited for the position of Public Services Clerk (Full Time) at Thorold Public Library.

Reporting to the Chief Librarian, the incumbent performs all duties, procedures and policies related to the Service Desk and Circulation services.

Duties and Responsibilities:

- Perform all duties and procedures associated with Children's and Information services as required
- Perform all library opening and closing procedures for the Service Desk including locking and unlocking public entrance doors.
- Input data and operation of Integrated Library System
- Shelf read, shelve and shift materials
- Performs all duties related to interlibrary loan procedures
- Perform all duties related to Circulation services, including check out and check in of library materials and assessing appropriate fines, where applicable
- Prepare and submit delinquent accounts for collection agency action and monitors progress
- Process and catalogue library materials
- Selects and deselects materials in assigned collections as required
- Answer general inquiries and reference questions from the public
- Perform clerical functions such as keyboarding, photocopying and filing
- 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
- Assist in receiving, unpacking and sorting of library materials and deliveries
- Assist with training new pages and Public Services Assistants in circulation procedures
- Other duties as assigned

Equipment used includes computer, photocopier, Automated Library System, calculator, laminator, DVD cleaner buffer.

Education/Experience:

Minimum two (2) years Community College diploma from a certified library technician program along with a minimum of (6) six months experience in library operations or equivalent. Accurate keyboarding skills of approximately 40 w.p.m.

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. Knowledge of numerical and alphabetical filing systems. 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:** 27.56 per hour (Band 6)
- Hours of Work:** 35 hours per week: includes 2 evenings per week, and alternate Saturdays.
- Length of Leave** Up to 18 months (October 2025)
- Coverage:**
- Classification:** Union
- Expected Commencement:** March 18, 2024
- 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.

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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