

ST. CATHARINES PUBLIC LIBRARY

JOB POSTING

POSITION: LIBRARIAN (Full-Time)

LOCATION: DR. HUQ FAMILY LIBRARY BRANCH

JOB SUMMARY: Provides readers' advisory, information and reference service. Assists with collection development and maintenance of Branch collections. Under the direction of the Manager; plans, evaluates, co-ordinates and conducts programs, class visits and tours. Prepares material for the promotion of the Branch library collections, programs, services, including brochures, booklists, and displays as assigned. Assists the Manager with community outreach. Trains, schedules and directs pages in their daily activities. Assists in the training and orientation of reader's advisory staff to Branch Services. To oversee the daily activities of the Branch or Branch Services in the absence of the Manager.

REQUIREMENTS:

1. Masters of Library or Information Science from an accredited school.
2. Minimum 2 years relevant professional experience in reference and information services.
3. Knowledge of reference tools and research skills.
4. Knowledge of automated systems, electronic resources.
5. Good interpersonal, communication and customer service skills.
6. Ability to work accurately and efficiently under minimum supervision.
7. Ability to plan and conduct programs.
8. Basic typing/keyboarding skills.

HOURS OF WORK: Weekdays, evenings and weekends as required.

HOURLY RATE: \$29.406 – \$34.690 per hour (Pay Group 12, January 2017 Schedule)

APPLICATION DEADLINE: 5:00 p.m., Thursday, May 25, 2017

APPLICATIONS IN WRITING TO: Ms. L. Stripnieks, C.E.O.
St. Catharines Public Library
54 Church Street
St. Catharines, Ontario L2R 7K2
Fax: (905) 688-6292
Email: admin@stcatharines.library.on.ca

Only candidates selected for an interview will be contacted.

St. Catharines Public Library is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please advise the CEO to ensure your accessibility needs are accommodated throughout this process.

Posted: May 15, 2017
Remove: May 25, 2017