



VACANCY POSTING

<p>POSTING #: NU-2022-12</p> <p>Posting Period: March 30 – April 25, 2022</p>	<p>EMPLOYEE GROUP: Non Union - HCLB</p> <p>POSITION STATUS: Casual</p> <p>Hours worked per week: Unknown</p>
<p>Position: Library Assistant</p> <p>Grade: 1</p> <p>Wage Range: \$22.514 – \$25.326 / hour (Jan 2022)</p>	<p>Department / Division: Libraries</p> <p>Location: Dunnville, ON</p>

PURPOSE OF POSITION:

Reporting to the Branch Coordinator or CEO, the incumbent will:

- provide patron assistance with the Children's and Adults' collections, with reference and readers' advisory, and with children's programming, as required.
- perform a variety of routine clerical and manual work in circulating and processing library materials and maintaining patron account information.
- perform tasks as delegated by the Branch Coordinator.

EDUCATION & EXPERIENCE

- High school graduation diploma or equivalent education.

PLUS

- Up to 5 years current related work experience.

Or equivalent to the above.

KNOWLEDGE & SKILLS REQUIRED:

- Some knowledge of the principles and practices of modern library systems and programs.
- Some knowledge of library circulation and processing techniques.
- knowledge of library classification systems.
- Working knowledge of office procedures, (for example, telephone etiquette, handling cash, making photocopies).

COMPUTER EXPERTISE:

Level 3 - The incumbent must possess introductory and intermediate level computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their:

- proven ability to apply essential functions of desktop software to create simple spreadsheets, documents,
- send and receive emails,
- use Internet for research,
- file management,
- and/or require introductory to intermediate knowledge of department or division-specific software to accomplish job tasks.

Accountabilities / Tasks

Include, but are not limited to, the following:

- Perform circulation functions according to set procedures; check-in and check-out of library materials; placing of reserves and notifying patrons; registration of patrons; processing overdue resources and interlibrary loan requests
- Provide reference, readers' advisory and community information in response to queries in person, online or by telephone
- Assist patrons with basic computer / Internet usage, including tablets and e-book readers
- Fax documents and assist patrons with the photocopier
- Process new library materials
- Handle cash and make change
- Assist in maintaining library collections and facilities, including shelf-reading and shelf-straightening, putting up and taking down posters and displays
- Prepare information / publicity posters as directed
- Assist with the de-selection of material for Branch exchange. This involves lifting, packing, unpacking and shelving materials.
- Assist with programs, including crafts preparation
- Take meeting room bookings and program registration
- Ensure that outgoing materials for courier are prepared for delivery, and incoming materials are correctly processed
- Perform homebound functions as required
- Carry out Branch opening / closing procedures
- Cooperate as a team member in performing duties essential to the achievement of effective services to library users
- Perform a variety of miscellaneous tasks as requested
- Other projects / duties as assigned

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

- | | |
|---|---------------------------------------|
| - a current (within the past 6 months) Police Check | YES - OPP LE 220 or equivalent |
| - a pre-hire physical* | NO |
| - COVID-19 vaccine (must be fully vaccinated) | YES |

* **Note:** physical requirements include standing and walking to provide service to patrons, shelving materials (which requires bending, stretching and lifting up to 25 pounds)

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.