



# HALTON HILLS PUBLIC LIBRARY

*A World Within Our Doors*

## **EMPLOYMENT OPPORTUNITY**

**Career Opportunity:**                    **Halton Hills Public Library**  
**Library Technician – Adult Services**  
**One (1) permanent part-time position**

The Halton Hills Public Library is seeking an energetic, innovative, customer service oriented team player with exceptional technical skills, to work as part of the Library's Adult Services team. The incumbent is responsible for helping patrons make the greatest use of the catalogue and website, including online databases. The incumbent will also assist patrons with new technologies and devices as well as social media, and will contribute to the Library's Creativity Centre. The incumbent will provide in-depth information service and advice on the print and non-print collection. The incumbent also plans, promotes, conducts and evaluates programs.

This position will work out of the Georgetown and Acton Branches, and will report to the Adult Services Librarian.

### **Position Details**

- Provide in depth information, and readers' advisory services to the public in person, by telephone, and electronically
- Plan, conduct and evaluate creative, cultural, dynamic, innovative and literacy-building programs for adults, seniors and youth as well as program on current technologies, social media, e-resources and desktop software
- Instruct the public and staff in the use of the catalogue and the Library's other online resources e.g. website, databases
- Instruct public and staff in the use of new technologies and social media
- Instruct public and staff in the use of technology for our Creativity Centre including appropriate audio, video and image hardware and software
- Maintain elements of the Library's social media presence under the direction of the Adult Services Librarian
- Work with community organizations to develop mutually beneficial programs and partnerships
- Process and maintain designated sections of the adult collection as needed
- Represent the Library at outside events and to community organizations (including local events, schools, community center's)
- Direct and monitor Pages/Volunteers on tasks to be completed within department
- If so designated, act as the In-Charge Person (ICP) as required
- Perform other job related duties including but not limited to maintaining Government Documents and Local History collections

### **Qualifications**

#### ***Essential***

- Minimum education Library Techniques diploma (2 years college)
- Equivalent of two years' experience working in a similar position
- Superb customer service skills
- Excellent attention to detail
- Well-developed skills in information service delivery

- Well-developed programming and presentation skills
- Strong knowledge of popular adult and teen non-fiction, fiction and audio-visual titles
- Familiarity with office software
- Knowledge of an integrated library system
- Able to accommodate a variable schedule
- Able to organize time efficiently
- Ability to interact pleasantly and courteously with the public and staff, and to promote a harmonious workplace
- Strong English written and oral communication skills.

***Desirable***

- An undergraduate university degree an asset
- Additional training in Library techniques or related disciplines
- Previous experience with automated Library system (e.g. Sierra)
- Valid driver's license
- Access to a vehicle

**Hours:** Approximately 20 hours per week.  
Includes evenings and weekends in both Acton and Georgetown Branches

**Salary:** \$30.07 per hour

**Application Deadline:** Wednesday September 13, 2017 at 5pm

**Start Date:** October 2017

**To Apply:**

Qualified candidates may submit a detailed cover letter, resume and the names and contact information of three references in confidence to the Library by 5:00 p.m., September 13, 2017.

**Please identify the title of the position that you are applying for in your cover letter and in the subject line of your email.**

Please apply using only **one** method of application below.

**Mail:**

Barb Elliott, Executive Assistant  
Halton Hills Public Library  
9 Church Street  
Georgetown, Ontario  
L7G 2A3  
RE: Library Technician – Adult Services

**Email:** [barb.elliott@haltonhills.ca](mailto:barb.elliott@haltonhills.ca) (preferred)

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Halton Hills Public Library is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Library's Administrative Assistant at 905-873-2681 Ext. 2523 of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.