



Employment Opportunity

Library Technician 1 Two (2) Permanent, Part-Time Positions Available

The Springwater Public Library operates three branches (Elmvale, Minesing, and Midhurst) within the Township of Springwater with a population of approximately 19,000 residents. The Library invites applications for the part-time permanent position of Library Technician 1.

Position Summary:

Reporting to the CEO, the Library Technician 1 will be responsible for public circulation duties and the planning and implementation of programs. The incumbent will also assist clients with general reference questions, technological assistance, and customer service.

Qualifications:

- Minimum completion of Ontario Secondary School Diploma required; completion of the EXCEL certificate or Library Technician Diploma is considered an asset.
- Previous library experience is preferred.
- Previous experience working with children is preferred.
- Working knowledge of the internet, computer hardware and software is required.
- Self-motivated and the ability to work with minimal supervision.
- Must possess effective communication skills to provide excellent customer service.
- Ability to maintain discretion and a high degree of confidentiality of information is critical.
- Must be willing to work flexible hours, including Saturdays and some evenings.
- Must be able to work at any branch location (Elmvale, Midhurst, Minesing); this position will require travel between all three branches of the Springwater Public Library.

As a condition of employment, the successful candidate(s) will be required to provide a current Police Vulnerable Sector Check acceptable to the Springwater Public Library.

Hours: This position offers between 10 – 20 hours per week with a varying schedule to support library demand.

Wage: Level 2 with a pay range of \$24.02 to \$27.08 per hour (2018 rate).

Qualified applicants are invited to submit a resume, in confidence, by **12:00 noon on Friday, January 19, 2018**. Resumes can be mailed, dropped off or emailed (Word or PDF format only) to the following:

Library Technician 1 Competition

Attn: Erin DeVreede, CHRL
Manager of Human Resources
Township of Springwater
2231 Nursery Rd.
Minesing, ON L9X 1A8
recruitment@springwater.ca

The Library thanks all applicants for their interest but only those candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25, and will be used to determine eligibility for potential employment. Please contact the municipality for availability of accommodations for applicants with a disability.