

BELLEVILLE PUBLIC LIBRARY and JOHN M. PARROTT ART GALLERY

Job Posting

POSTING DATE (External): 25 July 2024

POSTING # BPL 024-008 EXT

EXPIRY DATE (External): 9 August 2024

JOB TITLE: Library Assistant I, Part-time (Permanent)

Position Description:

Reporting to the Department Supervisor, the successful candidate will be responsible for ongoing public service at Belleville Public Library and John M. Parrott Art Gallery. The Library Assistant I will provide excellent customer service and work as part of a team of dedicated Library professionals. The ideal candidate will have a solid background in Library service with a consistent focus on customer centered service.

Qualifications:

- Library and Information Technician Diploma or equivalent combination of education and experience.
- Experience working in a library, with a focus on public service.
- Comfortable working with Windows-based computers.
- Good understanding of emerging trends, new technologies and advancements in information services.
- Excellent communication skills and organizational ability.

Responsibilities:

- Retrieves information for customers and performs reference and reader's advisory services
- Provides library materials to the public and processes hold requests and inter-library loans when needed
- Plans and conducts library programs and activities, including tours of the Library, as required
- Handles client complaints and provides customer service in accordance to the policies and procedures of Belleville Public Library and John M. Parrott Art Gallery
- Maintains appropriate records and statistics
- Participates in community outreach and partnership programs as requested
- Participates in the preparation of library publicity and promotions
- Recommends titles for acquisition and assists in materials selection and weeding, as required
- Shelves / files library materials and does shelf reading when needed
- Acts as person in charge of Library if needed
- Supervises the operation of the service area, in the absence of the supervisor
- Relieves in other service areas as required
- Updates and maintains content on the library website and social media as directed
- Opens the building and / or performs security check and lock up procedures as required
- Performs other duties as assigned

This part-time permanent position is within the bargaining unit. The position requires 42 hours of work per 2-week pay period, including evening and weekend shifts as per the Collective Agreement.

Hourly Rate of Pay: \$26.69

The Belleville Public Library invites applications from all qualified individuals. The Library is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.

Please forward application to:

Jane VanManen, Administrative Assistant
Belleville Public Library and John M. Parrott Art Gallery
254 Pinnacle Street, Belleville ON K8N 3B1
vanmanen@bellevillelibrary.ca