



# Library Career Opportunity

Town of Georgina Human Resources  
[careers@georgina.ca](mailto:careers@georgina.ca)



## Library Clerk

(Job ID# 2018.170T)

**Department:** Georgina Public Library  
**Division:** Keswick Library  
**Location:** Keswick Branch  
**Status:** Temporary Full-Time (26 hours per week)  
**Start date:** March 2, 2019 to April 7, 2020  
**Number of Positions:** 1  
**Wage/Salary:** \$15.37 - \$23.51  
**Date Posted:** December 3, 2018  
**Date Closing:** December 17, 2018

### **Come work with us!**

Employment with Georgina Public Library offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization that is focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### **Position Purpose:**

To provide courteous and efficient service to the general public in a variety of library routines.

### **Qualifications:**

High School Diploma or equivalent academic level; Minimum 6 months relevant experience; ***For the full job description details, please see attached.***

### **How to apply:**

Please forward your cover letter and resume in confidence by **December 17, 2018**, identifying the job title and **ID#2018.170T** in the subject line to [careers@georgina.ca](mailto:careers@georgina.ca) or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

### **Committed to diversity and a barrier-free environment:**

Georgina Public Library is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

**We thank all candidates for their interest, however, only those being considered will be contacted.**



## GEORGINA PUBLIC LIBRARIES

### JOB DESCRIPTION

**Job Title:** Library Clerk

**Job No.:** 11

**Department:** Library Services

**PRIMARY FUNCTION:**

To provide courteous and efficient service to the general public in a variety of library routines.

**SUPERVISION RECEIVED:**

Branch Librarian or designate.

**DIRECTION EXERCISED:**

May provide occasional guidance, training/assistance to students and volunteers.

**WORKING PROCEDURES:**

Performs circulation duties including: checking materials in and out; placing reserves on materials; renewing/updating and/or processing new memberships; providing members with information about programs, services, resources and policies; extending loan renewals; answering circulation desk inquiries in person and by telephone/fax; resolving issues on patron records, tallying shift statistics; balancing cash; collecting fines; typing and photocopying.

Assists patrons with access to library public computers, online catalogue and reference/readers advisory databases, and basic troubleshooting of computer issues.

Maintains and manages holds: prints reports as required; searches for material; routes as required; prepares for holds pick up and notifies patrons by phone as necessary.

Performs building security duties including: ensuring alarm system is armed/disarmed properly; that exterior and office/meeting room doors are locked; automatic door openers on/off as appropriate; and maintains familiarity with emergency procedures and contacts.

Opens library according to procedures, including turning on equipment, computers, lights, photocopier; ensuring printer and paper levels are adequate (printers, photocopier); preparing daily cash, Interact/VISA machines and floats; preparing statistical reporting sheets as required; emptying and processing book drops and courier boxes; ensuring displays are properly stocked; preparing meeting rooms as required; retrieving and responding to phone messages; checking daily communication binders/intranet/email; general tidying; opening doors and turning on "open" sign.

Closes the library according to procedures, including: closing Interac/VISA; tallying cash; tallying shift statistics; ensuring work and public spaces are tidy; turning off computers/ equipment as necessary; ensuring courier bins and Town pouch are properly labelled and prepared for transfer; ensuring student staff have completed their closing procedures (shelving, tidying etc.); ensuring all washrooms are vacant and in good order; notifying patrons of closing; locking external doors; turning off automated door openers and open sign; and arming security system.

Ensures students are performing shelf-reading, shelving and other duties as assigned in an accurate and efficient manner; ensuring students are current with changes in policies/procedures.

Performs collection maintenance, ensuring that material requiring repair is placed on the repair shelf and is properly tracked in the circulation system; may supervise and guide students in the repair of material; performs repairs as required and as per established procedures (including minor book repairs, replacing CD/DVD cases, spine labels, etc., cleaning/buffing DVDs); and accepting book donations according to policy.

Actively promotes library programs, resources and eResources including providing instruction on access and function of databases; promoting benefits of library membership; engaging readers in conversations about books/programs/services; recommending books; endorsing community and library programs; and participating in creating library displays.

Provides Municipal and Regional services to the public, including Town/Regional guides; parking passes; garage sale permits; sales of recycling bins; YRT tickets; Art Gallery tickets, etc.

Assists patrons with the use of equipment including self-check machines, eBooks, photocopier, and provides basic troubleshooting of public computers and network connections etc. Assists patrons with remote access of library resources, documents issues and reports to eServices staff/manager.

Reads shelves, shelves material, tidies shelves and checks shelves for missing, on-hold and overdue materials.

Provides program support by collecting information required for program registrations as per procedures; collecting fees if required; communicating with other branches as necessary; recording in program binders; maintaining binders for adult programs; recording attendance numbers and shredding personal information as required.

Works with management to maintain a pleasant and safe environment for all. Communicates with authorities (police, CAS, local shelter staff, schools, etc.) as needed; takes necessary security measures if a potentially dangerous situation arises; follows violence and harassment policies; completes appropriate reports and forms within expected timeframes.

Operates cash registers, debit machines; handles transactions for collection of fines, damaged/lost items, program registrations, Town/Regional services and cashing out at end of day.

Performs general housekeeping by communicating with building custodians about issues requiring attention; conducts meeting room set-ups and take-downs for library programs; ensures room renters leave rooms in original state; tidies and re-sets furniture; dusts, sorts garbage and recycles; cleans out lost & found; ensures library pamphlets/flyers are up to date and displayed in a tidy manner; keeps work spaces, closets and filing cabinets clean and organized; and may perform emergency snow removal at entrance if required.

Participates on committees as needed, which may include special projects (i.e. community reads, Santa Clause Parade, etc.) as well as the Joint Health & Safety Committee.

Maintains currency with technology, policies, procedures, programs and resources through communication with manager, co-workers, staff intranet, help binders, email, and library website.

Maintains professional development by attending staff meetings, participating in workshops and other training opportunities as available and required.

Maintains Health & Safety by participating in the Town's Health & Safety programs and training; follows safety practices; complies with Health & Safety regulations/policies; and maintains awareness of location of supplies, information and contact numbers.

**Procedures/responsibilities may vary from branch to branch**

**The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed job description of the work requirements that may be inherent in the job.**

**SKILL/KNOWLEDGE REQUIREMENTS:**

High School Diploma or equivalent academic level;

Minimum 6 months relevant experience;

Good communication, customer service, public relations, problem solving and interpersonal skills;

Ability to teach others in a patient manner;

Computer proficiency;

High ethics and values;

Willingness to develop new skills and participate in professional development opportunities;

Flexibility to work a variety of shifts, including evenings and weekends;

Up to 6 months period of adjustment, orientation and adaptation on the job.