



Part-time Circulation Clerk 2

Position Summary: The Orillia Public Library seeks a customer-service oriented individual for a part-time position in the Circulation Department. This position is for 14.5 hours weekly. Scheduled hours will include some evenings, some Saturdays and some Sunday afternoons.

Main duties include:

- Sign out materials; place and track reserves; collect fines and charges; assist with self-checkout
- Handle patron inquiries and concerns in person and via telephone
- Issue and renew library memberships
- Operate and monitor automated sorter; examine and route library materials
- Perform library opening and closing tasks
- Maintain an orderly, safe and secure environment for library users and staff

Qualifications/requirements:

- Grade 12 or equivalent required; college diploma or university degree preferred
- Experience working in a public library strongly preferred
- Experience providing front-line service to the general public strongly preferred; demonstrated ability to serve a diverse population with tact and empathy
- Self-directed; able to work with minimal supervision
- Demonstrated exceptional customer service skills (in person and via telephone) in a fast-paced setting
- Quick to learn; ability to work with frequent interruptions; good attention to detail
- Ability to work both independently and as part of a team
- Excellent literacy, numeracy and keyboarding skills
- Successful applicant must supply a current *Vulnerable Sector Screening* as a condition of employment

Wage: \$18.31/hour to start

Application deadline: Friday February 15, 2019 5 pm

Apply with resume and cover letter to: Meagan Wilkinson, Head of Circulation Services
mwilkinson@orilliapubliclibrary.ca

Only those selected for an interview will be contacted.

This information is being collected under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44, in order to identify potential candidates for job competitions. For information contact Suzanne Campbell, Library CEO Officer scampbell@orilliapubliclibrary.ca

The Orillia Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process please contact tchatten@Orilliapubliclibrary.ca

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