



Career Opportunity: **Halton Hills Public Library**
Library Aide – Circulation
One (1) part-time position

The Halton Hills Public Library is seeking an energetic and customer service oriented team player to work as part of the Library's Circulation Team. The incumbents will shelve items, maintain order in the public collection, provide limited assistance in Circulation (e.g., checking in materials) and perform other clerical duties as assigned.

The incumbents will work at the Georgetown Branch Library, and will report to the Circulation Supervisor. The incumbent may be required to work during any of the Library's open hours including evenings and weekends.

Qualifications

Essential

- Minimum Secondary School Diploma or equivalent
- Ability to follow oral and written directions
- Ability to interact pleasantly and courteously with the public and staff, and to promote a harmonious workplace
- Ability to communicate well, orally and in writing
- Ability to bend and reach upper and lower shelves of the collection stacks

Desirable

- Equivalent of one year's experience in working in a public service with people of all ages
- Demonstrated ability to work effectively with all age groups in a busy environment with minimum supervision
- Computer knowledge

Position Details

- Sort and shelve Library material
- Shelf-read Library material to ensure correct alphabetical or numerical order
- Assist at the Circulation desk
- Provide limited assistance to borrowers, demonstrate use of the public access catalogue and self-check machinery and answer directional questions
- Empty the book drop and check-in material
- Perform general clerical duties
- Provide support for box office ticket sales.

Hours: 9.5 hours per week

Salary: \$14.86 per hour

Application

Deadline: March 16, 2012 5:00 p.m.

Start Date: **ASAP**

To Apply: Please mail resume and the names and contact numbers of three references to:

Circulation Supervisor
Halton Hills Public Library
9 Church Street
Georgetown, ON
L7G 2A3

Please do not send by fax or e-mail