



JOB POSTING

Richmond Hill Public Library is committed to enriching your connections, choices and community. It has four branches, with 59,000 registered members and over three million online and in-person uses. Members use 2.3M collection items annually, and 45,000 people attend its programs. As a 21st century Library we continue to adapt to change in various ways which includes empowering staff through teamwork, development and a celebration of curiosity.

Position: Library Technician
Location: Central Library
Status: Contract Part-Time, Union (12 months)
5 hours every other week, as per schedule
Current Schedule: Sunday 12:30 p.m. – 5:30 p.m.
* Schedule subject to change

Salary Range: \$29.44 per hour

Responsibility and Duties:

Reporting to the Manager of Emerging Technologies, the Library Technician:

- Supports a welcoming library environment and applies a roving service model
- Provides information services, as well as instruction to increase customer skills, including instruction in the use and assessment of print and electronic resources and technologies
- Assists customers with mobile devices in accessing library electronic content
- Delivers both instructional and recreational programming that readies people to pursue their educational, career and personal interests
- Applies knowledge of technology, including social media, in the creation of presentations, and in the delivery of these programs, services and displays

Qualifications/Competencies:

- A Library Techniques Diploma from an accredited community college
- Minimum of two years relevant experience, applicable to the public library environment
- Demonstrated ability to provide superior information service to a wide range of library users in a busy automated environment
- Demonstrated ability to deliver a variety of programming
- Demonstrated excellent communication skills, both oral and written, and interpersonal skills, including the ability to:
 - Communicate in a highly effective manner with a diverse range of customers
 - Instruct and assist customers with use of self-devices, including assistive technologies
 - Mediate and resolve conflict effectively

- Demonstrated ability to work effectively and collaboratively in a team environment
- Demonstrated knowledge of electronic resources, both proprietary databases and non-commercial web-based content
- Demonstrated knowledge of and experience in use of applicable library information systems
- Demonstrated knowledge of Windows software

The Community

The Town of Richmond Hill is a community of over 200,000 people located north of Toronto. It is the 6th fastest growing municipality in Ontario, and is expected to increase by 30% in the next 10 years. Over half the population was born outside Canada, with ongoing and increasing diversity anticipated. It has the highest proportion of residents with post-graduate education in Canada, and the community tends to be young, family-oriented with a strong technology orientation; as such, residents value education and library services.

This position may be relocated to another location in the future to meet service needs for the community. All applicants should understand that the ability to work at any library location is a requirement of this position.

The Library will require a current *Vulnerable Sector Screening* from the successful applicant as a condition of employment.

Application Process

Interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of this position **by 5:00 pm on February 11, 2019** quoting posting **2019 - 02** to:

Talent and Culture
Email: rhpljobs@rhpl.ca
FAX: (905) 770-0312

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

The Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, for recruitment purposes. Questions about this collection of personal information should be directed to: Chief Executive Officer, Richmond Hill Public Library, 1 Atkinson Street, Richmond Hill, ON, L4C 0H5.

The Richmond Hill 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 Talent and Culture at rhpljobs@rhpl.ca.