



To inspire and enrich for life

Library Assistant, Sunday Circulation Services

Circulation Services – Sunday Service

Casual contract position - Anticipated to May 2022

Sunday hours – Minimum 15 Sundays per year, 4 hours per Sunday

Hourly Rate - \$23.45

This is a casual contract position working primarily Sunday hours. There will also be opportunities to work other casual hours on evening and Saturday shifts.

Circulation Services – Sunday Service has an opening for a casual contract Library Assistant, Sunday Circulation Services. The Library Assistant, Sunday Circulation Services participates in the effective delivery of circulation support services such as check in and sorting of materials, customer and library system database maintenance, holds management, and library card account support.

RESPONSIBILITIES

- Participates in the effective delivery of services related to the circulation of materials including print and multimedia, hotspots, musical instruments, etc.
- Processes the check in of all library materials at the Central Library, monitors and troubleshoots the auto sorter, and manages exception bins.
- Performs maintenance and data entry duties related to the customer and library system database such as updating item status, running system processes and generating system reports as assigned.
- Supports the maintenance and accuracy of the library's customer database.
- Performs a wide variety of other duties in support of Sunday service activities.
- Provides a high level of customer service regarding library card account support and registration policies as required.
- Follows safe work practices and procedures in support of Kitchener Public Library's Health and Safety Policy.

QUALIFICATIONS

- Post-secondary degree/diploma or a combination of equivalent education and relevant experience
- Strong commitment to excellence in customer service
- Demonstrated good written and verbal communication skills
- Demonstrated ability to articulate library policies and to interact with customers of all ages and backgrounds, clearly and positively
- Ability to learn new technologies and work comfortably in an automated technological environment demonstrated through recent experience
- Demonstrated ability to function as an effective member of a work team
- Basic keyboarding skills

Closing date for applications is **Friday, October 15, 2021**

To print a copy of our application form, go to www.kpl.org/jobs

Please address cover letters and résumés to:

Senior Manager, Human Resources
Kitchener Public Library
85 Queen Street North
Kitchener ON N2H 2H1
Email: resumes@kpl.org
Fax: 519-743-1261
TTY: 1-877-614-4832

Please quote Library Assistant, Sunday Circulation Services in the subject line

Kitchener Public Library strives to be a leader in equitable workplaces. We welcome applicants of every identity.

No telephone calls please.

We thank all applicants in advance and advise that we will contact only those selected for an interview. We will retain your application for a period of six months. Personal information on your résumé is collected under the authority of the Public Libraries Act, R.S.O. 1990 and will be used to determine eligibility for employment. For questions, please contact the Human Resources Department.

Kitchener Public Library is committed to an inclusive and diverse workplace where our behaviours and actions reflect our values of trust, mutual respect and dignity for all individuals.

We will provide accommodations for applicants with a disability upon request. Please contact Human Resources Staff by phone 519-743-0271 ext. 239 or TTY 1-877-614-4832, or by email at hr@kpl.org.