

Public Service Librarian (Casual, On-call)

Anticipated Start Date: Immediately

Summary of Qualifications

Excellent customer service is the foundation of a positive relationship between Stratford Public Library and its community. Reporting to the Public Service Supervisor, the Public Service Librarian (Casual) is a leader in connecting our collections and services to the community. This position provides reference, reader's advisory, technological, and circulation services to the public. This position includes daytime, evening, and weekend shifts, providing coverage for absences due to illness and vacation.

Duties and Responsibilities

1. Delivers reference, reader's advisory, technological, and circulation services directly to the public.
2. Resolves customer service problems and empowers other public service staff to do the same.
3. Assumes responsibility for maintaining the safety and comfort of the Library while on duty; reports issues and incidents to the appropriate personnel.
4. Participates in library committees and other work groups to achieve the goals of the Library.
5. Regularly participates in training opportunities and maintains awareness of developments in the field.
6. Other duties as required.

Formal Qualifications

1. An MLIS degree from an accredited library school, or other combination of education and experience.
2. Customer service experience in a public library setting.
3. Proven ability to deal effectively and positively with the public.
4. Excellent communication skills.
5. Demonstrated competency with current information technology.
6. Ability to maintain effective working relationships at all levels within an organization.

Terms

HOURS OF WORK: This is a casual, on-call position with no guaranteed hours. At this time, the position includes approximately 10-15 hours per week, although this is subject to change based on library needs. Hours of work are variable and include days, evenings, and weekends including Sundays.

SALARY: \$33.85 plus 4% vacation pay.

BENEFITS: Canada Pension Plan, Employment Insurance
OMERS Pension Plan, subject to eligibility

To Apply:

APPLICATION DEADLINE: Wednesday, March 29th, 5pm

INTERVIEWS: April 10th – 13th 2017

START DATE: Immediately

Please email a resume to:

Wendy Hicks, Director of Public Service
whicks@stratfordcanada.ca

The Stratford Public Library is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants are asked to make their particular needs known in advance.