T E M P O R A R Y  V A C A N C Y

POSTING #: 20-175EXT
POSTING DATE: March 12, 2020
CLOSING DATE: March 20, 2020

JOB TITLE: Librarian [Assignment: Adult]
LOCATION: Maria A. Shchuka Branch
Albion/Maria A. Shchuka/York Woods Area

STATUS: Temporary Part-Time (For approximately six [6] months)

HOURS PER WEEK & SCHEDULE OF WORK: (SUBJECT TO CHANGE IN ACCORDANCE WITH ARTICLE 19)
17.5 hours per week. Evenings and Saturdays required.

Weeks 1 & 2:

Tues. 5:00 pm – 8:30 pm, Wed. 12:30 pm - 8:30 pm, Thurs. 9:00 am - 12:30 pm, Sat. 9:15 am - 5:15 pm (Week 2 only).

JOB SUMMARY:
To provide professional direct and indirect customer service.

DUTIES:
Under the general direction of the designated supervisor, the position is responsible for:

- Leadership Functions:
  - service delivery in the absence of the designated supervisor
  - participating in implementing training programs

- Service Functions:
  - providing information services and participating in the development of information tools at the system level
  - planning, conducting and evaluating individual programs and events
  - participating in community outreach
  - participating in branch and system collection development (recommending selection and weeding)
  - performing various duties at the branch, area and system level in areas of expertise such as: children's collections and programming, collection development, community outreach.

QUALIFICATIONS:

- Graduate degree in Library or Information Science from an accredited institution or equivalent education
- Understanding and appreciation of the philosophy of public service to all, in accordance with human rights legislation and the principles of equity and access in the delivery of library service
- Professional skills, including information services, collection development and knowledge of adult, young people's and children's literature
- Strong interpersonal, communication, organizational, and customer service skills
- Ability to plan, conduct and evaluate programs
- Flexibility.

SALARY: $37.85 per hour (2019 Rate)
**HOW TO APPLY:**

E-mail your cover letter and resume, quoting the Job Posting #, to recruitment@tpl.ca. We thank all applicants and advise that only those selected for an interview will be contacted.

*The Toronto Public Library invites applications from all qualified individuals. The Library is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.*

*Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.*