TEMPORARY VACANCY

POSTING #: 21-726EXT
POSTING DATE: December 15, 2021
CLOSING DATE: December 23, 2021

JOB TITLE: Public Service Assistant
LOCATION: Jane/Dundas 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.

Week 1:
Mon. 9:00 am - 12:30 pm, Tues. 9:00 am - 12:30 pm, Wed. 9:00 am - 12:30 pm, Thurs. 5:00 pm - 8:30 pm, Fri. 5:00 pm - 8:30 pm

Week 2:
Mon. 9:00 am - 12:30 pm, Tues. 5:00 pm - 8:30 pm, Fri. 9:00 am - 5:00 pm.

JOB SUMMARY:
Under the direction of the designated supervisor, performs, as assigned, the complete range of clerical duties necessary for the operation of the branch or department. Assists staff in the performance of specialized responsibilities. Assists patrons under the guidance of the librarian in charge.

DUTIES:
- Carries out all tasks related to the circulation of materials and directs incoming calls
- Performs clerical routines such as maintaining files, ordering supplies and sorting mail
- Takes responsibility for the collection, counting and depositing of cash received
- Assists patrons in the use of specialized equipment
- Assists in maintaining the general materials collection by shelving and shelf reading materials
- Assists in the organization and maintenance of collections as assigned
- Prioritizes assignments and recommends alternative work methods
- Assists in library programmes for people of different ages and cultural backgrounds
- Types detailed reports, correspondence
- Assist with general enquires relating to library materials and rules and regulations. This may involve enquires by patrons in the library, by telephone, telephone equipment for aiding hearing impaired patrons, computers or other devices as used in or by the Library
- Works at other branches/divisions as required
- Performs other related duties as required.

QUALIFICATIONS:
- Secondary School Graduation Diploma or equivalency
- 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
- Ability to respond with tact, courtesy, alertness and good judgement to the needs of patrons of all ages and cultural backgrounds
- Knowledge of public library collections including fiction, non-fiction and routine reference sources
- Knowledge of library terminology and the classification schemes of the collections serviced
- Ability to work with minimum supervision
- Knowledge of clerical library procedures
- Accuracy and speed in keyboarding
- Flexibility.

SALARY: $26.34 per hour (2021 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.

COVID-19 vaccines are a requirement of the job unless you have an exemption on a medical or other protected ground pursuant to the Ontario Human Rights Code.

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, Indigenous 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.