



# NOTICE OF VACANCY

Bracebridge Public Library

## PART-TIME LIBRARY PAGE

**Come join us! Be part of an enterprising team that's proud to support a vibrant, healthy, safe and caring community. We are seeking well qualified, dedicated, and enthusiastic and customer service focused applicants.**

The Library Page is responsible for maintaining a neat and orderly appearance of the library's collections by shelving books and a variety of other materials, and shelf-reading the collection. The Library Page contributes to creating a courteous and welcome environment for all who enter the library. Staff members in this position may also be called upon to provide periodic back-up for circulation staff and therefore must demonstrate the capacity to learn and perform those duties. Library Pages are supervised by the Information & Digital Services Librarians, with the CEO of the Bracebridge Public Library having the ultimate authority.

The successful applicant will

- Demonstrate an aptitude for following the shelving protocol of the Dewey Decimal Classification System ie. multi-numerical order sequence for non-fiction items, and alphabetical sequence for fiction items
- Use knowledge of the classification system while shelving to alert appropriate staff to Dewey Decimal numbers or collection assignments that are inconsistent with Bracebridge Public Library practice
- Ensure library materials are shelved according to a variety of collection locations
- Demonstrate the ability to follow procedures with accuracy and speed
- Distribute posters and other publicity materials
- Mail all correspondence
- Search shelves for items on the Request Pull List and bring to Circulation staff
- Perform other related duties as assigned

Applicants must have a minimum Grade 12 education and one year related work experience; keyboarding proficiency; demonstrated experience, knowledge and understanding of standard office procedures, MS software applications, and customer service techniques. The successful applicant will be a team player with good oral and written communication skills; able to perform light physical work, bend, reach, and lift up to 20kg and have the ability to follow procedures with accuracy and speed. This position will include shift work. The selected candidate will be required to provide a Police Record Name check, plus a Certificate of Completion for the Ministry of Labour Occupational Health and Safety awareness training, available on-line at [www.labour.gov.on.ca/english/hs/training/workers.php](http://www.labour.gov.on.ca/english/hs/training/workers.php), as a condition of employment.

The wage rate for this position is minimum wage, \$14.00 per hour.

This is a permanent part-time position.

We thank all who apply, however, only those candidates selected for an interview will be contacted. All personal information is collected under the authority of the *Municipal Act, S.O. 2001, c. 25* and will be used to determine employment eligibility. The Bracebridge Public Library is an Equal Opportunity Employer.

Please submit your application (including covering letter and resume) by 4:30 p.m. on January 19, 2018 to:

Bracebridge Public Library  
94 Manitoba Street  
Bracebridge, Ontario P1L 2B5

Attention: Cathryn Rodney, CEO  
E-Mail: [Cathryn.Rodney@bracebridgelibrary.ca](mailto:Cathryn.Rodney@bracebridgelibrary.ca)  
Fax: (705) 645-6551

**Date Posted: January 3, 2018**