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## **Notice of Vacancy**

### **Circulation Clerk: Part-time, 28 hours per week (2 positions)**

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**Ignite curiosity and spark smiles as a Circulation Clerk with the Bracebridge Library**

#### **POSITION SUMMARY:**

Embark on an exciting journey with Bracebridge Library as a Part-Time Circulation Clerk, where your passion for community service meets the heart of library operations. Reporting directly to the Circulation Coordinator, you will be an essential part of our dynamic team, contributing to the efficient and effective delivery of library services. As a Circulation Clerk, you will be the smiling face behind the circulation desk, ensuring that every interaction with our patrons is a positive and enjoyable experience. If you thrive in a vibrant, customer-focused environment and want to join a team that is “Anything but the Ordinary,” apply to become a Circulation clerk today.

#### **CORE DUTIES AND RESPONSIBILITIES:**

1. Greets patrons in a warm, welcoming, and respectful manner.
2. Registers, renews, and modifies library membership determining eligibility and membership type.
3. Registers patrons for library programs and maintain registration lists.
4. Registers patrons for CELA and/or Visiting Library Service.
5. Assembles, promotes, and distributes Program Guide, promote upcoming programs, collections, resources, and library services.
6. Provides informal instruction and assistance to build skills of library users, including the use of self-check equipment, library website and library catalogue.
7. Performs basic to moderate searches in the ILS at patron’s request and directs patrons to the correct area, service, or staff member. Providing basic reader’s advisory services.
8. Checks out and renews library materials.
9. Places holds for patrons and manages hold shelf.
10. Collects items from the book bin, checks items for damage, and checks in materials.
11. Processing daily reports including holds, overdue and billing notices. Bills and contacts patrons about lost and/or damaged items.
12. Attempts conflict resolution/resolves customer service issues, within the scope of library policies, before referring them to the Management Team.
13. Completes opening and closing procedures, including ensuring security of the Library facility.
14. Helps public with printers, scanners, and photocopier.
15. Manages payment transactions and open and closing the till.
16. Assists patrons in-person, by phone, and by email.
17. Maintains general cleanliness of the circulation area.
18. Modifies item records.
19. Answers main phone line for library and transfers calls as needed. Checks library voicemail, daily.

20. Assesses and preforms minor repairs to damaged items when appropriate.
21. Assists with Technical Services and Information desk as required, at the discretion of the Circulation Coordinator/CEO.
22. Assists with major library events.
23. Performs other duties as required to support library operations.

**QUALIFICATIONS REQUIRED:**

1. Ontario Secondary School Diploma, or equivalent. Library related education or experience would be considered an asset.
2. Ability to use an automated library system, is considered an asset.
3. Excellent working knowledge of Microsoft Office software applications including Excel, PowerPoint, Word, Outlook.
4. Ability to project a positive, helpful image to the public.
5. Ability to cooperate with other staff to ensure effective and efficient delivery of library service.
6. Strong work ethic with the ability to work independently, under pressure and with keen attention to detail.
7. Excellent people skills including the ability to work effectively in a team environment and to exhibit courtesy, tact, and diplomacy in dealing with the public, Town officials, Board members and other members of staff. Ability to always adhere to confidentiality requirements.
8. Possess the physical ability to perform the essential duties of the job.
9. Ability to provide an acceptable current criminal reference check.
10. Demonstrated commitment to continuous professional development.
11. Experience working within a Library is considered an asset.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

1. Requirement for sufficient physical ability and mobility to work in an office/library setting.
2. Ability to sit or stand for prolonged periods of time.
3. Required to view a computer screen for extended periods of time.
4. Ability to routinely lift and move shipments in boxes up to 20 kg.
5. Ability to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
6. Work is conducted near staff-used printer/fax/copier with frequent exposure to paper fibres and dust.

**REPORTS TO:** Circulation Coordinator

**HOURS AND COMPENSATION:**

**Total hours:** Two positions available. Part-time, 28 hours per week, per position. Shift work will be required, including evenings and weekends.



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**Compensation:** \$20.62 – \$24.11per hour, commensurate with education & experience.

Occupational Health and Safety awareness training from the Ministry of Labour and WHMIS training will be required. A current criminal record check, with vulnerable sector clearance will also be required for the successful candidate.

**Closing:** This posting will remain open until the positions are filled. Review of applications will begin at 9:00am on **Monday, January 29, 2024.**

**Start date:** April 1, 2024

Please submit your **cover letter and resume** in print or via email to:

**Bracebridge Library**  
94 Manitoba Street  
Bracebridge, Ontario P1L 2B5  
Attention: Crystal Bergstrom, CEO & Chief Librarian  
E-Mail: [careers@bracebridgelibrary.ca](mailto:careers@bracebridgelibrary.ca)  
Fax: (705) 645-6551

We thank all who apply, however, only those candidates selected for an interview will be contacted. No phone calls please. 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 Library is an Equal Opportunity Employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Questions regarding collection of information or accommodation should be directed to the Library CEO at 705-675-4171.