



### **Information Associate (Part-time)**

The Welland Public Library is seeking a part-time Information Associate. Under the direction of the Manager of Customer Experience, this unionized position will work a minimum of 16 hours weekly and will be responsible for providing information and circulation services to Library users. This position will work with various Library materials and will also assist with other related duties as assigned at the Library.

#### **Position Requirements:**

- College Diploma, Undergraduate Degree or Library Technician's Diploma preferred
- At least two (2) years of related experience
- Exceptional customer service skills
- Ability to effectively and courteously communicate and interact with customers and staff members who request information and services
- Ability to make independent decisions based on good business practices and a thorough knowledge of library policies and procedures
- Demonstrated computer competencies in various computer applications including Microsoft Suite
- Ability to handle cash transactions accurately and appropriately
- Ability to follow established routines with accuracy and attention to detail
- Must be able to work a variety of hours including evenings and weekends
- Working knowledge of the French language is considered an asset

The rate of pay for this position is \$21.85 - \$26.19 (under review).

Qualified applicants are encouraged to submit a current resume clearly marked "**PT Information Associate – WPL**" via email to [hr@welland.ca](mailto:hr@welland.ca) or in person at:

Human Resources Department  
City of Welland  
60 East Main Street  
Welland, Ontario  
L3B 3X4

#### **Posting closes at 4:00pm on Monday, August 26<sup>th</sup>, 2019**

The Welland Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. The Welland Public Library is committed to accommodating persons with disabilities. Should you require any accommodations, we will work to meet your needs.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. No phone calls please.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.