

Welland Public Library

Casual Part-Time Information Associate

The Welland Public Library is seeking a casual part-time Information Associate to provide information, circulation and reader's advisory services to library users in person, over the phone and electronically.

Primary Duties:

- Analyzes customer needs and delivers exceptional service at the first point of contact
- Assists the public in using print and electronic information sources, library equipment and emerging technologies.
- Assists with collection maintenance and development, as required
- Assists with programs, outreach, library tours or class visits, as assigned.

Required Education, Training and Experience:

- College Diploma. Library Technician's Diploma or Undergraduate Degree preferred
- 2 years related experience is an asset

Knowledge, Skills and Abilities:

- Strong interpersonal, communication, organizational, and customer service skills
- Ability to problem-solve in an effective manner and exercise sound judgement
- Knowledge of Library automated systems, electronic resources and the Internet
- Ability to work accurately and efficiently in a team environment
- Working knowledge of the French language an asset

Shift work, including weekdays, evenings and Saturdays (including Sundays) as required.

Starting Hourly Rate: \$20.81 (under review)

Interested candidates are asked to submit cover letter and resume in Word or PDF format indicating how they meet the qualifications by 4 p.m. Friday, July 21 to:

Julianne Brunet, Manager of Public Services
Welland Public Library
50 The Boardwalk
Welland, ON L3B 6J1
Fax : 905-734-8955
www.wellandlibrary.ca

Resumes may also be emailed in Word or Adobe format to: jbrunet@wellandlibrary.ca

A Criminal Record check, including Vulnerable Sector Screening, is a condition of employment.

We thank all candidates for their interest, but only those selected for interviews will be contacted.

Pursuant to AODA requirements, accommodations for disabilities are available to job applicants who are invited to participate in an interview and who request individual accommodation during the recruitment process.

Personal information contained in applications will be used for recruitment purposes and collected as per Municipal Freedom of Information and Protection of Privacy Act.