



## Library Technician - Relief Contract Position

### **Position Summary:**

The Orillia Public Library is seeking an energetic and enthusiastic individual to fill a relief contract Library Technician position. The successful candidate will work at various Service Desks in the Information Services Dept. and the Family Dept., and must be available to work daytime, evenings, and weekends. This position is on an on-call, as needed basis, throughout the year.

### **Duties may include:**

- Provide readers' advisory and reference service to specific age groups, including children, youth, and adults.
- Locate and reserve materials.
- Help sustain an environment for connection, learning, and sharing information.
- Interact positively with people of all ages.
- Keep informed of bestsellers, award winners, and national programs promoting literature.
- Maintain knowledge of computer programs, equipment and databases and other e-resources used in children's, youth, and adult services in the library.
- Other duties as required.

### **Qualifications/Requirements:**

- Library Technician's diploma or bachelor's degree
- Strong problem solving, mature judgment, and exceptional customer service and interpersonal skills.
- Excellent organizational and time management skills. Able to function well in a busy environment and work with minimal supervision.
- Ability to provide general reference and readers' advisory service.
- Working knowledge of computers and devices (e.g. printers, tablets, e-readers) and commonly used software such as Microsoft Office, Google Chrome, Windows, and be comfortable with using OPL's digital collections and services (e.g. Overdrive, Hoopla), and email applications.
- Library experience is an asset.

### **Appointment Details:**

**Hours:** This is a contract position working on a casual/on-call basis with no guarantee of hours. Ability to work evening and weekend shifts is required. Casual relief staff are expected to have at least 3 out of 7 days available to cover shifts and may be required to fill shifts with little notice.

**Salary:** \$23.84 – \$27.89

**Duration:** One-year contract

**Application Deadline:**

Open until filled.

**To apply, please send a covering letter and resume to:**

Kelli Absalom, Director of Information Services

Orillia Public Library

36 Mississauga Street West

Orillia, ON L3V 3A4

E-mail: [kabsalom@orilliapubliclibrary.ca](mailto:kabsalom@orilliapubliclibrary.ca)

**Only those selected for an interview will be contacted.**

The Library will require a current Vulnerable Sector Screening from the successful applicant as a condition of employment. We thank all those who apply but advise that only those applicants selected for an interview will be contacted.

The Orillia Public Library is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Library's Administrative Assistant at 705-325-2338 of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

This information is being collected under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44, in order to identify potential candidates for job competitions. For more information please contact Bessie Sullivan, Library Chief Executive Officer at 705 325-2338.

36 Mississauga Street West, Orillia, ON L3V 3A6

Telephone 705-325-2338

Fax 705-327-1744

[www.orilliapubliclibrary.ca](http://www.orilliapubliclibrary.ca)