



BRIGHTON PUBLIC LIBRARY: Job Posting

POSTING DATE: January 16, 2023

CLOSING DATE: Review of applications will continue until the position is filled

JOB TITLE: Casual/On Call Library Clerk

Position Description:

Reporting to the CEO, the successful candidate will provide excellent patron services in an efficient manner paying close attention to detail. The successful applicant will complete tasks such as emptying library return bin, cash handling, reader's advisory, assisting patrons with tech help reference questions and processing new memberships. The successful applicant will be able to serve a variety of patrons in a safe, friendly, professional manner and will be able to act as a valuable team member to meet the needs of the community.

Required:

- Excellent communication skills
- Supportive team member
- Experience using computers, including Microsoft Office applications
- Strong customer service skills and the ability to problem solve
- Attention to detail
- Must be able to work days, evenings and weekends, sometimes with short notice

Preferred but not a deal breaker:

Experience working in a library and/or educational background in librarianship

Position hours are scheduled as on call/casual hours. The rate of pay is to be determined by experience and in accordance with the Brighton Public Library Board Salary Grid (\$21.64 - \$25.31)

Please provide your resume and cover letter:

Attn: Heather Ratz, CEO
Brighton Public Library
35 Alice St. P.O. Box 129
Brighton Ontario K0K 1H0
brightonceo@brightonlibrary.ca

The Brighton Public Library supports the principles of the *Accessibility for Ontarians with Disabilities Act (AODA)*. Pursuant to AODA requirements, accommodations for disabilities are available to applicants who request individual accommodation during the recruitment process.

We thank all applicants for their interest, but only those considered for an interview will be contacted.