

## **Collections Specialist (12 Month Maternity Leave Contract – Full time)**

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*King Township Public Library (KTPL) serves a vibrant community of 26,000 residents through our multi-branch system. As part of the GTA, King residents are drawn to its rural lifestyle, village atmosphere and high quality of life. The staff and library system enjoy the strong support of the community.*

### **Position Summary:**

This is a **full time, maternity leave replacement contract** position. The Collections Specialist will play an integral role in supporting the Library's collection development plan. Primary duties will be to assist in the selection and deselection of library materials under the direction of the Manager of Content and Information Technology. This position will also have a role in public service and support duties, which promote a welcoming and inviting library environment and deliver services that meet the strategic direction set forth by the KTPL Board.

### **Qualifications:**

- Post-secondary diploma/ degree in Library & Information Technician program or related discipline
- 2 years' experience in a library environment
- Experience in collection planning and development is considered an asset
- Critical thinking and analytical skills required to support the needs of the Library's strategic goals
- Works as a team player, contributing to the overall success of the library and exhibits a learning and growth mindset
- Provides assistance to library users in a manner that is warm, welcoming and respectful
- Proof of valid Ontario Driver's License, up-to-date insurance and reliable transportation is a must
- Able to work flexible hours, including evenings and weekends, at ALL branches within the library system
- Successful candidate will be required to produce a current Vulnerable Sector Check
- Fluent in English with excellent presentation, oral and written communication skills
- Minimum physical requirements: able to lift 30 pounds, bend, reach, and stretch

**Contract length:** 12 months, with possibility of extension

**Hours of Work:** 35 hours a week, including evenings and weekends

**Salary:** \$24.98 per hour, plus 4% vacation pay

**Application Deadline:** May 17, 2021 by 12 p.m.

**Interested applicants are invited to submit a cover letter and resume to:**

[recruitment@kinglibrary.ca](mailto:recruitment@kinglibrary.ca)

We thank all who apply but only those selected for an interview will be contacted.

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*We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the King Township Public Library will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in recruitment, selection and/or assessment process, please inform the library staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.*

