

Library Technician Permanent Full Time

King Township Public Library (KTPL) serves a vibrant community of over 27,000 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:

Reporting to the Manager of Content and Information Technology, the Library Technician is responsible for the provision of paraprofessional services including acquisitions, cataloguing and processing as well as ILS and collection maintenance tasks. This position has a role in public service and support duties, e.g. circulation and information services, which promote a welcoming and inviting library environment and deliver services that meet the strategic direction set forth by the KTPL Board. In the course of delivering public service, this position will report to other senior managers.

The optimal person for this position will be an enthusiastic team player, who has the ability to model customer service excellence and professionalism in all situations. Attention to detail is required as well as the ability to communicate effectively. They will possess strong time-management skills, the ability to establish priorities and meet deadlines. They will be aware of emerging trends, technologies and best practices in public libraries.

Qualifications:

- Post-secondary diploma in Library and Information Technician program from ALA accredited institution
- 1-2 years' experience in a public library environment
- Experience using an Integrated Library System (Symphony Workflows is an asset) and proficiency with library software and applications
- 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
- Demonstrated proficiency in customer service
- 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 oral and written communication skills
- Minimum physical requirements: able to lift 30 pounds, bend, reach, and stretch

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

Compensation: \$ 52,000 annually (2024 rate) and a competitive benefits package

Application Deadline: March 29, 2024 by 12 p.m.

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

recruitment@kinglibrary.ca

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

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.

