



EMPLOYMENT OPPORTUNITY

Career Opportunity: Halton Hills Public Library
Library Associate – Community Engagement
Focus: Adult Services
One (1) part-time position (1 Year Contract)
Job Number: 202303

The Town of Halton Hills proudly acknowledges that we are located on the Treaty Lands and Territory of the Mississauga of the Credit. Halton Hills, located 45 minutes from Toronto, is a unique and vibrant community with over 61,000 people and two well-established Library Branches. HHPL welcomes more than 250,000 visitors annually and more than 500,000 website visitors. We empower our patrons to learn, read, create, innovate, and experience at our Library. We strive to remove barriers and to foster an atmosphere of learning, support, understanding and inclusion. We employ over 35 professionally trained Library staff, who go above and beyond to provide stellar service to our patrons and deliver high-quality programs and relevant events. If this excites you, we'd love to continue the conversation.

Position Summary

The Halton Hills Public Library is seeking an energetic and innovative individual with exceptional technical skills and demonstrated ability to provide superior customer service to work as part of the Community Engagement team. Under the direction of the Adult Services Librarian, you will design and deliver programs for our community focused on lifelong learning, creative technologies (e.g., STEAM, makerspaces), literacy, and community outreach.

As a member of the Community Engagement Team, you will work on the public service desk and help patrons of all ages and backgrounds make greatest use of the Library by providing in-depth information service and advice on print and non-print collections. You will also assist patrons with troubleshooting and learning how to use their devices, learning basic computer skills, and exploring our Creativity Centre.

This position works out of the Georgetown and Acton Branches and reports to the Adult Services Librarian.

Position Responsibilities

These responsibilities indicate the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required and as the nature of library services evolve.

- Plan, conduct and evaluate programs for adults, including older adults, that are responsive to community interests, cultural trends, and new technologies
- Instruct the public and staff in the use of technology at our Creativity Centre, including 3D printing, Cricut, media preservation, iMovie and Adobe Creative Cloud
- Create social media promotions in collaboration with the Social Media and Communications Coordinator
- Represent the Library at outside events and to community organizations
- Work with community organizations to develop mutually beneficial programs and partnerships
- Provide in-depth information, technology, and readers' advisory services to the public in person, by telephone, and electronically
- Instruct the public and staff in the use of new technologies and social media
- Instruct the public and staff in the use of the catalogue and the Library's other online resources e.g., website, databases
- Direct and monitor Pages and Volunteers on tasks to be completed within the department
- Act as the In-Charge Person (ICP) as required
- Perform other job-related duties

Qualifications

Essential

- Minimum education: Library Techniques diploma (2 years college) or equivalent undergraduate degree
- Equivalent of two years' experience working in a similar position
- Superb customer service skills
- Excellent attention to detail
- Well-developed skills in information service delivery
- Well-developed programming and presentation skills
- Strong knowledge of popular non-fiction, fiction, and audio-visual titles
- Familiarity with office software
- Knowledge of an integrated library system
- Able to accommodate a variable schedule
- Able to organize time efficiently
- Ability to interact pleasantly and courteously with the public and staff, and to promote a harmonious workplace
- Strong communications skills

Desirable

- An undergraduate university degree would be an asset
- Additional training in Library techniques or related disciplines
- Previous experience with automated Library system (e.g. Sierra)
- Valid driver's license
- Access to a vehicle

Hours: Approximately 28 hours per week
Includes evenings and weekends in both Acton and Georgetown Branches

Salary: \$32.96 per hour

Contract Period: 1 Year

Application Deadline: Wednesday, March 29 at 5:00 pm

Start Date: April 2023

To Apply:

Qualified candidates may submit a detailed cover letter and resume in confidence to the Library. Those candidates offered an interview will be required to provide the names and contact information of two references at that time.

Please identify the title of the position that you are applying for in your cover letter and on the Resume Submission portal where indicated.

Please apply using only **one** method of application below.

Resumé Submission Portal: <https://form.hhpl.on.ca/Career-Opportunities> (preferred)

Mail:

Lori Mazza Brenton, Executive Assistant
Halton Hills Public Library
9 Church Street
Georgetown, Ontario
L7G 2A3

RE: Library Associate, Community Engagement - Focus – Adult Services

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

The Halton Hills 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 Executive Assistant at 905-873-2681 Ext. 2523 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.