

## EXTERNAL JOB POSTING

### Full-Time Permanent and Contract Union and Non-Union Positions

JOB TITLE	INFORMATION ASSISTANT II-GENERAL AND YOUTH SERVICES
<b>Recruitment Ref #</b>	<b>UN-IA507 (please also indicate in your covering letter which classification you are applying for, i.e. general or youth)</b>
<b>Location</b>	Various
<b>Salary Range</b>	\$32.86 per hour
<b>Start Date</b>	June 2022
<b>Duration</b>	Contract positions-duration unknown

<b>Hours</b>	35 hours per week as scheduled. Branch schedules include weekdays, evenings, Saturdays and Sundays; candidates must be available to work 83% of shifts (15 of 18) to be considered.
<b>Responsibilities</b>	Performs effectively as a member of Vaughan Public Libraries' public service team. As directed by the Library Manager: assists with the provision of services to children and young adults; maintains certain areas of branch resources; participates fully in the provision of high-quality reference and readers' advisory service in the branch; ensures the smooth operation of the branch in the absence of Library Management and Librarians.
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Library and Information Technician Diploma, undergraduate degree, or equivalent.</li> <li>• Two years related public library experience.</li> <li>• Demonstrated understanding of library services to children and young adults.</li> <li>• Children's program delivery experience is an asset.</li> <li>• Experience and understanding of electronic library systems and electronic information resources.</li> <li>• Demonstrated ability to communicate effectively and courteously, verbally and in writing.</li> <li>• Demonstrated ability and enthusiasm for working with the public.</li> <li>• Ability to speak languages other than French or English and relevant to the communities served is an asset.</li> </ul>
<b>How to Apply</b>	Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and Recruitment Reference #UN-IA507. Incomplete submissions will not be accepted. Applications should be addressed to: Jennifer Kipper, Manager, Staff Engagement, Recruitment Office, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario L6A 4W2. Submissions are accepted by email at: <a href="mailto:vpljobs@vaughan.ca">vpljobs@vaughan.ca</a> .
<b>Closing Date of Posting</b>	<b>NO LATER THAN THURSDAY, MAY 19, 2022 BY 4:00 p.m.</b>
<b>For Further Information</b>	Contact Jennifer Kipper, Manager, Staff Engagement at 905-653-7323, extn. 4604 or at <a href="mailto:Jennifer.kipper@vaughan.ca">Jennifer.kipper@vaughan.ca</a>



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<b>Other</b>	<p>In order to qualify for permanent employment within any department or service location with the Vaughan Public Library Board, an applicant must not be related to any member of staff of that department or service location.</p> <p>Vaughan Public Libraries aspires to employ a staff that fully represents the diversity of the community we serve. Vaughan Public Libraries is committed to equity in its policies, practices, and programs, and we support diversity in our services to the public, our staff complement and in the work environment. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.</p> <p>Vaughan Public Libraries is committed to the principles of the Accessibility for Ontarians with Disability Act (AODA). As such, we strive to make our recruitment, assessment, and selection process as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact <a href="mailto:vpjobs@vaughan.ca">vpjobs@vaughan.ca</a>. Vaughan Public Libraries is also committed to ensuring that confidentiality is maintained throughout all aspects of the recruitment cycle.</p> <p>Vaughan Public Libraries has implemented a <a href="#">mandatory</a> vaccination requirement for all its employees. Proof of full vaccination will be required upon receiving a conditional offer of employment. Vaughan Public Libraries will comply with its human rights obligations, make exceptions for applicable medical conditions and accommodate employees legally entitled to accommodation.</p>
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