

# JOB POSTING

## Various Part-time & Casual Permanent and Contract Union/Non-Union Positions

<b>Job Title:</b>	<b>INFORMATION ASSISTANT II – GENERAL AND YOUTH SERVICES</b>
<b>Recruitment Ref #:</b>	<b>UN-IA503</b> (please also indicate in your covering letter which classification you are applying for, i.e. part-time or casual and General and/or Youth Services)
<b>Location:</b>	Various Locations
<b>Salary Range:</b>	\$31.11 to \$34.41 per hour
<b>Start Date:</b>	May 2018
<b>Duration:</b>	Contract Positions-Duration Unknown
<b>Hours:</b>	<p><b>Part-time:</b> 20 to 24 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.</p> <p><b>Casual:</b> to a maximum of 19 hours per week as scheduled. Branch schedules include weekdays, evenings, Saturdays and Sundays; candidates must be available to work 72% of shifts (13 of 18) to be considered.</p>
<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 a high quality reference and readers' advisory service in the branch; ensures the smooth operation of the branch in the absence of the Library Management.
<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-IA503. Incomplete submissions will not be accepted. Applications should be addressed to: The Recruitment Office, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, L6A 4W2. Submissions will be accepted by mail or by email at <a href="mailto:vpljobs@vaughan.ca">vpljobs@vaughan.ca</a>
<b>Closing Date of Posting:</b>	<b>NO LATER THAN MONDAY, APRIL 30, 2018</b>
<b>For further Information:</b>	Please contact Christine Fiorini, Executive Manager, Staff Engagement, at 905-653-7323, extn. 4607.
<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 is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.</p>