

EXTERNAL JOB POSTING

Various Casual Permanent and Contract Union/Non-Union Positions

JOB TITLE	INFORMATION ASSISTANT II-GENERAL AND YOUTH SERVICES
Recruitment Ref #:	UN-IA505 (Please also indicate in your covering letter which classification you are applying for ie. General and/or Youth Services)
Location:	Various Locations
Salary:	\$31.65 per hour
Start Date:	Various
Duration:	Contracts-Duration unknown

Hours:	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.
Responsibilities:	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.
Requirements:	<ul style="list-style-type: none"> • Library and Information Technician Diploma, undergraduate degree, or equivalent. • Two years related public library experience. • Demonstrated understanding of library services to children and young adults. • Children's program delivery experience is an asset. • Experience and understanding of electronic library systems and electronic information resources. • Demonstrated ability to communicate effectively and courteously, verbally and in writing. • Demonstrated ability and enthusiasm for working with the public. • Ability to speak languages other than French or English and relevant to the communities served is an asset.
How to Apply:	Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and recruitment reference #UN-IA505. Incomplete submissions will not be accepted. Applications should be addressed to: The Recruitment Office, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario L6A 4W2. Submissions are accepted by email at vpjjobs@vaughan.ca .
Closing Date of Posting:	NO LATER THAN SUNDAY, OCTOBER 3, 2021
For further information:	Please contact Raihana Ansari, Staff Engagement Specialist, at 905-653-7323, extn. 4640.
Other	<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 vpjjobs@vaughan.ca. Vaughan Public Libraries is also committed to ensuring that confidentiality is maintained throughout all aspects of the recruitment cycle.</p>

