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| <b>Job Title:</b>         | <b>COLLECTIONS INVENTORY CLERK</b>   |
| <b>Recruitment Ref #:</b> | ITC-INVENTORY-2025   |
| <b>Location:</b>          | Innovative Technologies & Collections Department (Bathurst Clark Resource Library) |
| <b>Salary:</b>            | \$17.20 per hour   |
| <b>Start Date:</b>        | June 2025  |
| <b>Duration:</b>          | 5 Weeks (July 2025)  |
| <b>Hours:</b>             | 35 hours per week.   |

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| <b>Responsibilities</b>         | <p>Under the direction of the Senior Manager, Innovative Technologies &amp; Collections and supervision of the Technology Support Specialist will complete the inventory of resource materials.</p> <ul style="list-style-type: none"> <li>• Verify inventory of library resources a portable RFID reader or barcode scanners</li> <li>• Verify missing items</li> <li>• Delete items missing from inventory from the database</li> </ul>   |
| <b>Requirements:</b>            | <ul style="list-style-type: none"> <li>• High school diploma</li> <li>• Knowledge of current MS Office suite (Word, Excel, Outlook)</li> <li>• Demonstrates flexibility, enthusiasm, and leadership abilities</li> <li>• Ability to communicate effectively and courteously with staff</li> <li>• Bend, lift and carry items, hold and move the RFID reader, and stand for long periods of time</li> <li>• Follow direction and work independently</li> <li>• Communicate courteously and effectively with other staff and the public</li> <li>• File and retrieve items accurately using the Dewey Decimal System</li> <li>• Ability to get to Vaughan Public Libraries branch reliably</li> <li>• <b><u>OTHER REQUIREMENTS</u></b></li> <li>• Valid Police Vulnerable Sector Check</li> </ul>   |
| <b>How to Apply:</b>            | <p>Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and recruitment reference <b>ITC-INVENTORY-2025</b>. 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 through our website at <a href="https://www.vaughanpl.info/jobs">https://www.vaughanpl.info/jobs</a>.</p>   |
| <b>Closing Date of Posting:</b> | <b>NO LATER THAN TUESDAY, MAY 6, 2025 AT 4:00 PM</b>  |
| <b>For further information:</b> | Please contact <a href="mailto:vpjobs@vaughan.ca">vpjobs@vaughan.ca</a> .   |
| <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>These jobs are funded by Young Canada Works and Canada Summer Jobs therefore you must have a high school diploma and returning to college/university in September 2025.</p> <p>Vaughan Public Libraries aspires to employ a staff that fully represents the diversity of the community we serve. VPL 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. Vaughan Public Libraries is a proud recipient of the Angus Mowat Award of Excellence, awarded by the Ministry of Tourism, Culture and Sport for our Belonging Initiative. This celebrated an all-encompassing movement toward diversity, equity and inclusion across the entire organization — in our corporate culture, our operations and our relationship with the community, through services, resources, programming and spaces.</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> |