



SUCCESS for Every Student

GRAND ERIE DISTRICT SCHOOL BOARD

invites applications for the position of

CASUAL LIBRARY TECHNICIANS

Casual library technicians are offered work on an 'as needed' basis, and often with short notice, to replace regular library technicians when they are absent from work. It is our expectation that casual library technicians will have regular availability to accept assignments.

RESPONSIBILITIES:

Library Technicians are responsible for the circulation of materials, collection maintenance including shelving, cataloguing of materials, and conducting inventory and process acquisitions. Assisting staff and students with the use of information technology, locating materials and answering reference questions are other requirements of this position.

QUALIFICATIONS:

- Secondary School Graduation Diploma (Grade 12 or equivalent education) required
- **Must be a graduate of a recognized Community College Program as a Library Technician or equivalent**
- Proficiency with Microsoft Office Suite software and library automation systems in an asset
- Proficiency with keyboarding, speed and accuracy are essential
- Must possess excellent communication skills, written and verbal
- Must be able to work effectively and efficiently with minimum supervision
- Must demonstrate a positive attitude and commitment to the provision of excellent service
- Prior library technician experience is an asset

Hours of Work: Number of hours per week may vary, dependent on need but are often half or full days

Rate of Pay: \$16.66/hour plus 4% vacation pay

If your qualifications, positive attitude and commitment to excellence make you an ideal candidate for this position, please submit your application, marked "personal and confidential", which includes a complete resume, cover letter (one document if submitted electronically) with the names and telephone numbers of at least three professional references; your current supervisor must be provided as a reference.

Human Resources Services
The Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario N3T 5V3
Fax (519) 759-5362 or Email hr@granderie.ca

Applicants with a disability that requires an accommodation to enable their participation in the interview process should advise the Board when contacted for an interview. Any assessment and selection materials and processes used in the interview process can be made available in an accessible format, upon request in advance.

All new employees are required to provide an original Police Record Check (which includes a "vulnerable sector search") acceptable to the Board prior to the commencement of employment.

All submissions are subject to a screening process and some applicants may not be granted an interview.

We thank all applicants for their interest but only those considered for interview will be contacted