



BRIGHTON PUBLIC LIBRARY Job Posting

POSTING DATE: February 17, 2021

CLOSING DATE: February 24, 2021

JOB TITLE: Permanent Full Time Library Clerk – 35 hours per week

****Must be available to work some evenings and weekends****

Position Description:

Reporting to the CEO, the Full Time Library Clerk supports other library staff with the daily operations of the circulation desk. They serve a variety of patrons in a friendly, efficient and professional manner and collaborate with team members to provide exceptional library service to all community members. In addition, this position plays an integral role in providing diverse programming and marketing support, in order to support the library's goals and objectives.

Required:

- Excellent communication skills, positive attitude toward change, excellent problem solving skills
- Comfortable making community presentations and providing library outreach programs to a variety of groups both inside the library and in the community
- Experience using social media, computers, including Microsoft Office applications and Overdrive e-book lending platform
- Direct experience using an ILS system with preference to direct work with Sirsi Workflows
- Strong customer service skills
- Minimum of 1-year experience working in public libraries (preferred)
- Demonstrated ability to establish and maintain positive working relationships

Salary: Band 1 on the Brighton Public Library Salary Grid.

Please provide your resume and cover letter no later than 4pm on February 24, 2021

Attn: Heather Ratz CEO
Brighton Public Library
35 Alice St. P.O. Box 129
Brighton Ontario K0K 1H0
brightonceo@brighton.library.on.ca

The Brighton Public Library supports the principles of the *Accessibility for Ontarians with Disabilities Act (AODA)*. Pursuant to AODA requirements, accommodations for disabilities are available to applicants who are invited to an interview and who request individual accommodation during the recruitment process.

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