



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

POSTING DATE: May 6, 2022 - active until position is filled.

****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 library. They serve a variety of patrons in a friendly, efficient and professional manner and collaborate with team members to provide exceptional library service on many platforms. In addition, this position plays an integral role in providing diverse programming and marketing support, in order to support the library's goals and strategic directions.

Is this you?

- Excellent communication skills, positive attitude toward change, excellent problem solving and customer service 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
- Experience using an ILS system with preference to direct work with Sirsi Workflows
- Minimum of 1-year experience working in public libraries (preferred)
- Demonstrated ability to establish and maintain positive working relationships
- Dynamic, creative, outside the box thinker ☺

Salary: Band B on the Brighton Public Library Salary Grid. \$21.32-\$24.94

Benefits package and OMERS membership

Please provide your resume and cover letter:

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.