



**BRIGHTON PUBLIC LIBRARY**

**Job Posting**

**POSTING DATE: February 8, 2018**

**CLOSING DATE: March 2, 2018**

**JOB TITLE: Full Time Library Clerk**

**Library Clerk**

**Position Description:**

Reporting to the CEO, the successful Full Time Library Clerk will conduct circulation duties in an efficient manner paying close attention to detail. The successful applicant will complete other tasks such as emptying library return bin, cash handling, computer loans and processing new memberships. The successful applicant will be able to serve a variety of patrons in a friendly, professional manner and will be able to act as a team member in order to meet the needs of the community. The successful candidate will be a dynamic individual who can provide excellent levels of traditional library services, as well as, community outreach and programming.

**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
- Comfortable using computers, including social media, Microsoft Office applications and Overdrive e-book lending platform
- Experience providing basic computer skills reference services to individual patrons of varying technological skill levels
- Experience using an ILS system with preference to direct work with Sirsi Workflows
- Strong customer service skills and the ability to problem solve
- Attention to detail and excellent organizational skills
- Must have a minimum of 1 year experience working in Public Libraries and/or an educational background in librarianship
- Demonstrated ability to establish and maintain positive working relationships with the public and team members
- Must be available to work some evenings and weekends

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

Please provide your resume and cover letter no later than March 2, 2018 at 4:30pm.

Attn: Mellissa D'Onofrio-Jones, 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.