

COLLECTIONS SUPPORT TECHNICIAN (1 Year Contract)

East Gwillimbury Public Library

Environment

East Gwillimbury Public Library (egpl.ca) serves a growing population of over 24,000 in an urban/rural setting and is located in the Region of York, approximately 10 minutes north of the Town of Newmarket. Library locations are located in the communities of Holland Landing and Mount Albert. East Gwillimbury is poised to reach 40,000 residents by 2020.

Position Summary

East Gwillimbury Public Library is seeking an enthusiastic, innovative and adaptable individual for the position of Collections Support Technician at the Holland Landing branch, to provide efficient and timely acquisition and processing of library materials for the Library System. The Collections Support Technician ensures the accessibility of a quality collection in multiple formats to the community; maintains the integrity of the user and bibliographic database; performs technical services system-wide; leads the Inter-Library Loan service; trains staff on ILS functions; and provides quality interactions with the public in accordance with the goals and objectives of the East Gwillimbury Public Library.

Qualifications

- Library Techniques Diploma or combination of post-secondary education and equivalent experience as determined by the employer
- Minimum one (1) year of cataloguing and acquisition experience in library environment.
- Demonstrated knowledge of technical standards such as AACR2, RDA, FBBR, Library of Congress Subject Headings and Dewey decimal classification.
- Strong proficiency with Integrated Library Systems (ILS); familiarity with Symphony as asset.
- SirsiDynix Symphony administration and API training and certification preferred.
- General understanding of public library services, including knowledge of print and electronic resources and Internet and web services.
- Excellent organizational and time management skills.
- Able to manage shifting priorities in a busy environment and work with minimal supervision.
- Strong problem solving, mature judgment, and exceptional customer service and interpersonal skills.
- Good written and oral communication skills.
- Experience with training staff on ILS functions
- Fluency in English (verbal, writing, and reading.)
- Valid Province of Ontario driver's license and use of a reliable personal vehicle is required
- Successful candidate will be required to produce a police check dated within 12 months.

East Gwillimbury Public Library is a competency-based workplace. For this position, the Library seeks applicants with the following demonstrated aptitudes.

- | | |
|---|--|
| • Access Services | • Customer Services |
| • Collaborative Relationships | • Ethics & Values |
| • Collection Control & Maintenance | • Interpersonal Relationships |
| • Communication | • Learning & Growth mindset |

- **Organization of Collections**
- **Patron Training**
- **Readers Advisory**
- **Reference and Circulation Services**
- **Technology Core Competencies**

Working Conditions

Status: Full-time; 1 year contract

Schedule: 35 hours weekly, including evenings and weekends

Hourly Rate \$29.10

Deadline 4:00 p.m. Monday, March 18, 2019

How and Where to Apply

Please provide a covering letter and resume marked CONFIDENTIAL and addressed to:

Heather Alblas
Manager, Collections & Resources
East Gwillimbury Public Library
P.O. Box 1609, 19513 Yonge Street
Holland Landing, ON
L9N 1P2
Fax: (905) 836-6499
Email: halblas@egpl.ca

Additional Comments:

East Gwillimbury Public Library is committed to creating a respectful and inclusive environment that accommodates all individuals, including those with disabilities. We support the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and have established policies, procedures, and practices which adhere to the accessibility standards of the AODA. Should you require any accommodation throughout the recruitment process please notify the contact person identified in this posting.

We thank all applicants for their interest, however only those being considered for an interview will be contacted. Personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Personal Privacy Act* and will only be used for candidate selection.