

Position	Posted Date	Closing Date
Library Shelver, John M. Harper Branch	Sep 19, 2017	Sep 26, 2017 9pm

Please note that this position may be relocated to another location in the future to meet service needs for the community. All applicants should understand that the ability to work at any library location is a requirement of this position.

Major Responsibilities include:

- Clearing the bookchute returns area; using the Innovative Millennium computer system to check in material; printing holds for requested items; sorting out materials belonging to different service areas or other libraries and distributing these appropriately; sorting out donated materials.
- Forwarding returned 'lost', 'missing' and 'claims returned' material to Overdues staff.
- Sorting returned material on carts and accurately shelving them according to collection area and Dewey Decimal or alphabetical (by author) order.
- Shelf reading to ensure materials are in correct and tidy order; backshelving the collections as needed.
- Clearing material from public reading tables, study carrels and chairs.
- Responding to basic directional questions from customers and referring customers with information or service questions to appropriate staff.
- Assisting Circulation desk staff during busy periods by emptying book return bins and checking in these items, etc.
- Other duties as assigned.

The successful applicant will possess these qualifications:

- Ability to adapt to flexible work schedules
- Basic computer literacy and keyboarding skills, experience with Windows an asset
- Recent public library and customer service experience an asset
- Good organizational and interpersonal skills
- Good oral and written communication skills in English
- Ability to work responsibly, consistently and accurately, with minimal supervision
- Physical ability to push/pull loaded book trolleys and carry materials; physical flexibility to retrieve and shelve materials (which requires bending, kneeling, lifting, etc. and being able to maneuver through all areas of the library during a shift)
- Stamina for continuous travel through the library, visiting all areas, manoeuvring between book stacks, furniture, tables & chairs
- Strength to push in chairs, pick up items, tidy, handle materials and move them between different areas
- Familiarity with the Dewey Decimal system an asset

Rate of Pay: Minimum wage under 18 yrs. of age; \$10.70/hour; 18 yrs. and older \$11.40/hour, after Oct 1, 2017, 10.90 and 11.60/hour
Straight time. No extended benefits. Probationary period: 3 months.
Staff Manual applies. 12 hours per week.

Start Date: ASAP

Be aware that schedules may change periodically as the library's needs change. Applicants must have schedule flexibility to be able to work occasional on call hours on short notice or accommodate shift changes when necessary. Shifts will include days, afternoons, evenings, and weekends including Sundays.

Please submit your cover letter and resume by 9pm Sep 26, 2017 to:

E-mail: jobs@wpl.ca (please put the position title in the subject line)

Waterloo Public Library welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

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