



# Library Assistant, Collection Development

Main Library, Full-time Permanent, 35 hours/week

We are searching for an individual who is passionate about discovering and meeting our customer's reading and informational needs. Someone who is analytical in nature with the ability use data as a way to understand the larger picture within library collections. Someone who is well-versed in library trends and technology with the ability to explain, teach and demonstrate these concepts at the user level.

## *Sound like you?*

### **What you'll do:**

Respond to customer purchase suggestions. Use judgement to make selection decisions.

Perform assigned collection development and maintenance including running reports, ordering/processing new material.

Provide proactive reader's advisory and reference services at Information Services desk.

Acts as Person in Charge (PIC) once/week where responsible for decisions and resolving issues.

Occasional business outreach responsibilities including delivering presentations and training.

### **What we're looking for:**

Outstanding communication, collaboration and overall interpersonal skills.

Analytical thinker with the ability to make informed decisions and demonstrate good judgement.

Excellent technology literacy skills and is abreast with developments and trends in libraries.

Library Technician Diploma or equivalent plus at least 2 years of related experience in library service or collections.

Schedule is Monday, Tuesday and Wednesday 9:00 – 5:00, Thursday 1 – 9 (at McCormick Branch), alternating Fridays and Saturdays 9:30 – 5:30. Schedule is subject to change.

The starting wage \$52,579 per year (level E). Benefits and OMERS pension provided. The ability to work at any library location is a requirement of this position.

**To apply**, please submit your cover letter and resume by **May 30, 2022** to [jobs@wpl.ca](mailto:jobs@wpl.ca).

*The Waterloo Public Library welcomes applications from diverse backgrounds including Indigenous persons, Black persons, persons of colour, persons with disabilities, LGBTQ+ persons and others that will contribute to the broadening of our ideas and experiences. For persons with disabilities, accommodations will be available upon request for any aspect of the recruitment process.*