

JOB POSTING

Casual Union Position

Job Title:	CLERK II – PUBLIC SERVICE
Recruitment Ref. #:	UN-CS-Clerk II
Location:	Various locations
Salary Range:	\$22.18 to \$24.35 per hour
Start date:	January 2015
Hours:	To a maximum of 19 hours per week as scheduled. Hours of work include days, evenings, Saturdays and Sundays; candidate must be available to work 72% of shifts (13 of 18) to be considered for this position.
Responsibilities:	Under the supervision of the Lead Clerk or Technician I-Circulation or Library Co-ordinator, performs effectively as a member of the circulation team of Vaughan Public Libraries, including: serving the needs of library users at the circulation desk; guiding and monitoring the duties of Pages and Public Service Assistants; acting as Lead Hand to casual circulation staff when designated.
Requirements:	<ul style="list-style-type: none"> • High School graduation diploma or equivalent. • Demonstrated ability and enthusiasm for working with the public. • Demonstrated ability to communicate effectively and courteously, verbally and in writing. • Demonstrated keyboarding skills. • Ability to speak languages other than French or English and relevant to the communities served is an asset. • NOTE: the successful candidate will be required, on or prior to their start date, to produce a copy of Vulnerable Sector Screening (Police Check) dated within the past 12 months
How to Apply:	Submit an up-to-date resume, accompanied by a covering letter stating the position and Recruitment Reference #UN-CS-Clerk II. Incomplete submissions will not be accepted. Applications should be addressed to: The Recruitment Office, Vaughan Public Libraries, 900 Clark Avenue West, Thornhill, Ontario, L4J 8C1. Submissions will be accepted by mail, <u>or</u> by fax at 905-709-1530, <u>or</u> by email at: vpl.admin@vaughan.ca .
Closing Date of Posting:	NO LATER THAN THURSDAY, DECEMBER 18, 2014
For further information about this position:	Contact Jennifer Stephen, Library Co-ordinator, at 905-653-7323
Other:	<p>In order to qualify for permanent employment within any department or service location with the Vaughan Public Library Board, an applicant must not be related to any member of staff of that department or service location.</p> <p>Vaughan Public Libraries welcomes all applicants. Accommodations for interviews and assessments will be provided to qualified candidates upon request.</p>