

Job Title:	BRANCH ASSISTANT II
Recruitment Ref #:	UN-WC501
Location:	Woodbridge Library & Maple Library (shared position)
Rate of Pay:	\$29.06 to \$32.14 per hour
Duration:	Start date: March 2015 End date: February 9, 2016
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:	Performs effectively as a member of Vaughan Public Libraries' public service team. As directed by the Library Co-ordinator/Manager: participates fully in the provision of a high quality reference and readers' advisory service in the branch; assists with the provision of Youth and Adult Services; maintains certain areas of branch resources; ensures the smooth operation of the branch in the absence of Library Management and Librarians.
Requirements:	<ul style="list-style-type: none"> • Library Techniques Diploma, undergraduate degree, or equivalent. • Two years related public library experience. • Experience and understanding of electronic library systems and electronic information resources. • Demonstrated ability to communicate effectively and courteously, verbally and in writing. • Demonstrated ability and enthusiasm for working with the public. • Ability to speak languages other than French or English and relevant to the communities served is an asset. • The successful candidate is required to provide a copy of Vulnerable Sector Screening (Police Check) on or prior to their start date, dated within 12 months previous to their start date
How to Apply:	Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and Recruitment Reference #UN-WC501. 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, or by fax at 905-709-1530, or by email at vpl.admin@vaughan.ca
Closing Date of Posting:	NO LATER THAN FRIDAY, FEBRUARY 20, 2015
For further Information:	Please contact Jessica Chapman, Library Co-ordinator, at 905-653-7323, ext. 4451
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>