

JOB POSTING

Casual Union Position

Job Title:	PUBLIC SERVICE ASSISTANT
Recruitment Ref. #:	EXT-PSA
Location:	Pleasant Ridge Library, 300 Pleasant Ridge Avenue, Thornhill
Salary Range:	\$12.73 to \$13.51 per hour
Start Date:	May 2015

Hours:	To a maximum of 19 hours per week as scheduled. Branch schedule includes days, evenings, Saturdays and Sundays. Candidates for Casual must attain a minimum availability rating of 72% (available to work 13 of 18 shifts) to be considered for this position.
Responsibilities:	Under the direction of a designated supervisor, perform effectively as a member of the circulation team of Vaughan Public Libraries, including checking in and shelving materials.
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 lift and carry. • 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:	Submit an up-to-date resume, accompanied by a covering letter stating the position and Recruitment Reference #EXT-PSA. Incomplete submissions will not be accepted. Applications should be addressed to the contact name noted below, c/o The Recruitment Office, Vaughan Public Libraries, 900 Clark Avenue West, Thornhill, Ontario, L4J 8C1. Submissions are acceptable by mail, <u>or</u> by fax at 905-709-1530, <u>or</u> by email at ypl.admin@vaughan.ca
Closing Date of Posting:	NO LATER THAN MONDAY, APRIL 27, 2015
For further information:	Contact Jennifer Stephen, Library Coordinator, Pleasant Ridge Library, at 905-653-7323, extn. 4253.
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>