



**SUPPORT ASSISTANT
TEMPORARY, PART TIME (CONTRACT)**

Brantford Public Library provides free access to information, ideas and opportunities for discovery, and spaces in which to use and share them. Our expertise and services are accessible and help empower the citizens of Brantford.

We are seeking an enthusiastic and friendly individual who is interested in maintaining the Brantford Public Library's collections in good order for customers. The position primarily involves accurately checking in, sorting, shelving and retrieving library materials, and also includes some program and materials support duties. The Support Assistant job demands a keen attention to detail, excellent organizational and time management skills, and the ability to work well both independently and as part of a team. The successful candidate should be able to resolve conflicts, problem solve effectively and cooperate well with supervisors and co-workers.

This contract position is available immediately for an expected duration of approximately 12-18 months. These dates are subject to change.

Department: Library Resources

Reports to: Manager, Library Resources

Salary Range: \$20.289 - \$21.915 hourly

Hours of Work: Maximum of 24 hours per week, including evenings and Saturdays. Sundays are scheduled as outlined in the Collective Agreement.

Qualifications

- High school graduation or equivalent
- Minimum of two years' relevant experience
- Demonstrated ability to process detailed information
- Demonstrated ability with technology
- Proficient in Microsoft Office suite

Responsibilities

- Sorts and shelves library materials and ensures effective shelf maintenance
- Retrieves materials in the collection
- Assists with inventories and de-selection tasks
- Operates and maintains all functions of the circulation module
- Processes requests for items not in the collection
- Identifies and performs simple repairs
- Assists with processing
- Prepares items for recycling
- Assists with programs
- Assists in setting up decorations and displays
- Opens and sorts materials deliveries
- Provides service feedback
- Other duties consistent with job responsibilities

Satisfactory Police Check Vulnerable Sector required as a condition of employment. Testing may be part of the interview process.

Application Instructions

Please apply with cover letter and resume no later than August 11, 2022 at 5:00pm. Email hr@brantfordlibrary.ca with your resume and cover letter as a single PDF file.

While we sincerely appreciate the interest of all applicants. Only those selected for an interview will be contacted.

Brantford Public Library is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.