



Brampton Library

Working collaboratively with a team of 200+ staff overall, your unique skills and experience complement our future-forward approach to public library service. The work Brampton Library does is at the heart of Canada's ninth largest and second fastest growing city.

With a median age of just 34.7, Brampton is a young, modern city with a well-developed economic base. Exciting and multicultural, people from around the world have come here to live, work and play. Representing more than 170 different cultures and speaking more than 70 languages, Brampton residents deeply value and respond to our free library services and programs. Together we are inspiring connections, in our branches and beyond.

Position Title:	Information Services Technician B
Location:	Brampton, Ontario
Job Type:	Regular, part-time, Union
Job Term:	Temporary (3 months)
Anticipated Start Date:	December 2022
Salary Range:	\$36.63 to \$39.40 per hour
Job ID:	#78-2022
Posting Status:	Open
Posting Date:	November 21, 2022
Closing Date:	November 30, 2022, at 4:30pm EST

OVERVIEW

Responsible for the provision of information services to the public.

QUALIFICATIONS

- Library Technician's Diploma or 2 years college or equivalent.
- Computer applications: Intermediate keyboarding skills and the ability to work with computer-based systems.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform all the job factors and job duties in a satisfactory manner.
- Satisfactory Criminal Record and Judicial Matters Check (Level 2)
- Flexibility

SCHEDULE AND AVAILABILITY

- Available for all shifts including mornings, afternoons, evenings and weekends
- Available for all eight (8) branch locations

MAJOR RESPONSIBILITIES

- Provides a broad range of information service to the public.
- Functions as a Person In Charge (PIC).
- Assists in the overall maintenance of branch collections.
- Creates and/or maintains indexes, bibliographies, and displays.
- Responds to basic circulation queries and problems. Refers unresolved issues to the appropriate area or supervisor.
- Conducts programs, as required.
- Conducts library tours, as required.
- Perform other duties as assigned.

THE NEXT STEPS

If this opportunity matches your interest and experience, please email your résumé, cover letter and application to our Human Resources Team, quoting reference #78-2022, to careers@bramlib.on.ca. Applications for this role will be accepted up to 4:30pm EST on November 30, 2022.

The Brampton Library is an Equal Opportunity Employer. We are committed to employment equity and diversity, including an inclusive barrier-free recruitment and selection processes and work environments. Brampton Library invites applications from all qualified individuals. The Library welcomes applications from racialized persons, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Feel free to self-identify on your cover letter. Preference will be given to candidates from equity deserving groups above.

Accommodations are available on request for candidates taking part in all aspects of the selection process. Please email careers@bramlib.on.ca for any questions and concerns regarding application and accommodations. Any information received relating to accommodation measures will be addressed confidentially.