



About Brampton Library

Bring your skills and experience to the Brampton Library and join a growing team that is committed to enriching the lives of over 600,000 Brampton residents. Working with more than 175 distinct ethnic backgrounds, we promote literacy, and provide access to recreational materials and information in a welcoming environment that reflects Brampton's diversity, embraces and celebrates our differences, and inspires connections among our staff, customers, and communities.

Position Title:	Branch Librarian
Location:	Brampton, Ontario
Job Type:	Regular, Full-time, Union
Job Term:	Permanent/ Temporary
Number of Vacancies:	Multiple
Anticipated Start Date:	March 2024
Salary Range:	\$75,406 - \$81,105
Job ID:	03-2024
Posting Status:	Open
Closing Date:	February 14, 2024 at 4:30pm EST

HOW TO APPLY:

Submit your resume, external application for employment along with an up-to-date cover letter to our email careers@bramlib.on.ca. You can also choose to drop the application in person or fax us at (905) 453-0810.

Candidates will participate in one or more panel interviews. All aspects of the recruitment and selection process including recruiting, interviewing, selection, promotions, compensation and development will be conducted in a fair, consistent and non-discriminatory manner.

The candidates whose profiles most closely match the identified job requirements will be selected to proceed to the screening stage. Hiring for all new and vacant positions, transfers and promotions will be determined on the basis of education, experience, skills, knowledge, ability, and overall qualifications required to successfully meet the expectations of the position. Candidates who are successful during the screening stage will then be asked to participate in an interview(s) and other job related assessments. The successful candidate will receive a conditional offer of employment followed by an offer of employment based on successful completion of reference checks, and at your expense, a current Criminal Record Check, Criminal Record and Judicial Matters Check, or a Vulnerable Sector Check acceptable for employment at the Library.

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.

THE OPPORTUNITY:

Our ideal candidate is passionate about helping our customers discover their full potential through innovative programming and resources. As part of a nimble branch team, the librarian plans for and responds to the needs of the immediate community and assists the Branch Manager according to operational needs.

- Provides a broad range of information services to the public
- Participates in system-wide projects
- Delivers programs as required
- Functions as Person-In-Charge
- Assists in the overall maintenance of branch collections
- Responds to circulation queries and problems.
- Schedules information services staff
- Conducts library tours, as required

Our professional librarians are engaged, dynamic and organized. They share knowledge in the community and move easily from customer service to hands-on local and system-wide projects. In our large, urban public library system, your leadership skills are valued and your professional development is our priority. Brampton Library is a place where you can learn and grow. We invite you to take the next step.

THE IDEAL PROFILE:

- Education: Master of Library Science or equivalent from an ALA accredited school.
- Work experience: 2 to 3 years practical experience working with adults in a library setting.
- 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.

PREFERRED SKILLS:

Ability to communicate in Hindi, Urdu and/or Punjabi orally and written, will be considered an asset.

BENEFITS:

The opportunity to make a difference in the community! We also offer an attractive and competitive compensation package, Ontario Municipal Employees Retirement System (OMERS) pension plan; Extended Health and Dental coverage, leave of absence benefits and an Employee Assistance Program.

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 **#03-2024**, to careers@bramlib.on.ca. Applications for this role will be accepted up to 4:30pm EST on February 14, 2024.

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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.

As part of the application process, the Brampton Library Human Resources Division collects personal information under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44 and in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. All personal information collected by the Brampton Library as part of the application process is confidential information and will be treated as such. Safeguards are in place to protect the information. The information is used to verify eligibility to work for Brampton Library, assess application trends, and inform the development of enhanced future recruitment processes and programs. Brampton Library shall not collect more personal information than is required in order to satisfy these purposes or for a consistent purpose. Personal information will be disposed of in compliance with established Records and Information Management policies and procedures and in a secure manner that prevents loss, misuse, theft, or unauthorized access. Questions about this collection can be directed to Franka Mohammed- Human Resources Advisor, Human Resources Division at 65 Queen Street East, Brampton, Ontario, or by telephone at 905-793-4636.