

MILTON PUBLIC LIBRARY
Temporary Position to be Filled - Beaty Branch
(up to 6 months duration)

Position: Adult Page

Qualifications:

- Minimum Grade 10
- Ability to file accurately by numeric and alphabetic sequence
- Ability to follow established procedures with accuracy and attention to detail
- Ability to work harmoniously with staff and patrons
- Good keyboarding skills

Location: Circulation, Beaty Branch

General Duties: See attached job description

Starting Date: as soon as possible

Closing Date: September 13, 2017

Salary: \$12.35 - \$15.82 per hour

Hours of Work: Up to an average of twelve (12) hours per week (includes evening and weekends)

Apply in Writing to: Cyndi Duncan
Financial & HR Officer
1010 Main Street East
Milton, ON L9T 6H7
cyndi.duncan@mpl.on.ca

Milton Public Library is an Equal Opportunity Employer and invites applications from all qualified individuals. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the [Ontario Human Rights Code](#), Milton Public Library is committed to providing accommodations throughout the recruitment, selection and / or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Milton Public Library of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. All personal information is collected under the authority of the [Municipal Freedom on Information and Protection of Privacy Act](#).

Successful applicants will be required to provide a Vulnerable Sector Screening Police Check.

September 2017

**MILTON PUBLIC LIBRARY
POSITION DESCRIPTION**

POSITION:	Adult Page
AREA:	Circulation
RESPONSIBLE TO:	Circulation Associate
POSITIONS SUPERVISED:	None
CLASSIFICATION:	Level IV
SCHEDULE:	Part time, including evenings and weekends

QUALIFICATIONS:

- Minimum Grade 10
- Ability to file accurately by alphabetic and numeric sequence
- Ability to follow established procedures with accuracy and attention to detail
- Ability to interact harmoniously and courteously with the public and staff
- Good keyboarding skills
- Ability to bend and reach the upper and lower shelves and lift items up to 10 kg.

POSITION SUMMARY:

The Adult Page inspects, sorts, and shelves library materials and maintains an orderly shelf appearance. The Adult Page provides assistance in Information Services, Children's Services and Administration when required.

DUTIES:

1. Retrieves, sorts, and shelves all manner of library materials.
2. Inspects condition of items prior to shelving.
3. Maintains correct order of a designated area through regularly assigned shelf reading.
4. Removes items from book drop; checks audio visual cases for correct and complete contents.

5. Checks in book drop items when required.
6. Prepares art work and crafts for the Children's Department under the direction of the Children's Department staff as assigned.
7. Assists with programs as assigned.
8. Organizes back issues of newspapers and other information under direction of Information Services staff as assigned.
9. Assists with processing and mending of Library materials
10. Tidies public areas on a daily basis.
11. Sets up Programming Room for meetings or programs as assigned.
12. Moves boxes or materials to other areas as assigned.
13. Performs other duties as assigned.

-Revised February 2004
-Revised September 2012