



FORT FRANCES PUBLIC LIBRARY TECHNOLOGY CENTRE

POSITION SUMMARY:

Responsible for planning, promoting, and implementing regular and special programming for children and families. Selects and catalogues new acquisitions to the Children's collection. Assists with the provision of services to the public; including circulation, patron registration, reference services, readers' advisory services, photocopying, and computer assistance.

AREAS OF RESPONSIBILITY:

Programming

- Plans, promotes, and implements weekly pre-literacy programming including Baby Time and Story Time
- Coordinates, plans, and implements Class Visits with local schools for a wide range of grades
- Plans, promotes, and implements special programming for a children and families
- Updates the Library's website with details about children's programs
- Solicits donations and partnerships for children's library programs
- Coordinates and promotes community led programs for children and families, including seeking out volunteers to lead programs

Collection Maintenance

- Evaluates and selects materials and resources in various formats to develop and maintain the children's collection using professional resources, judgment, and internal collection policies and procedures
- Responsible for cataloging and classifying new material in a variety of formats and processing new materials in the children's collection

General Duties

- Performs circulation duties as necessary; checking out library material, discharging items, processing and renewing member registrations, shelving returned material, shelf-reading, taking hold requests, collecting fees and fines, taking registrations for programs, booking meeting rooms, assisting with photocopying, faxing and printing
- Handles cash and conducts opening and closing procedures
- Assists patrons with printing, photocopying, and faxing
- Handles routine complaints and refer unusual situations to the Library CEO
- Responds to patron questions and situations in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization
- Performs reference and information services duties as requested; answering in-person, telephone, and e-mail queries
- Provides reader's advisory services by suggesting materials appropriate to age, reading interest, and ability
- Assists patrons in locating material and information in the library, on the internet, and in the Library's e-Resources.

- Instructs and assists library patrons in the use of the internet, numerous software applications, online databases, and downloaded content.
- Troubleshoots a variety of personal electronic device problems for patrons including smartphones, tablets, and laptops
- Assists individuals and groups utilizing conferencing and presentation equipment including, Microsoft Teams; as well as providing assistance with adaptive technology and software
- Demonstrates a positive attitude and supports library goals and objectives
- Obligated to protect the privacy of library patrons who may be borrowing material dealing with confidential issues.
- Print 3D models using the 3D Printer for patrons as a part of the Quick Print service model
- Performs other duties as assigned

QUALIFICATIONS:

- Ontario Secondary School Diploma or equivalent
- Library Technician Diploma plus one to three years of library experience or three to five years combined library-related education and experience
- Minimum one course in Cataloguing Library Material
- Strong computer skills
- Strong customer service skills
- Able to work independently and complete assignments with minimal supervision
- Ability to multi-task
- Ability to quickly learn and adapt to new technologies and initiatives

WORKING CONDITIONS:

- A typical work week consists of 35 hours and requires regular weekend and evening work, in order to ensure programming and staffing requirements are met.
- Works in a computerized public service environment
- Working conditions regularly involve a degree of mental stress and physical strain with the possibility of prolonged periods with irregular breaks
- Some element of personal risk involved in the performance of these duties

Application deadline: Friday, April 7, 2023, by 5:00 p.m.