

TEMPORARY VACANCY

POSTING #: EXT-10-434
POSTING DATE: August 26, 2010
CLOSING DATE: September 3, 2010

JOB TITLE: Librarian
LOCATION: Canadiana – North York Central Library
Research & Reference

STATUS: Temporary Part-Time (for approximately nine [9] months)

HOURS PER WEEK & SCHEDULE OF WORK: (Subject to change in accordance with Article 19)
21 hours per week. Evenings and Saturdays required.

JOB SUMMARY:

To provide direct and indirect customer service

DUTIES:

Under the general direction of the designated supervisor, the position is responsible for:

- Leadership Functions:
 - service delivery in the absence of the designated supervisor
 - participating in implementing training programs
- Service Functions:
 - providing information services and participating in the development of information tools at the system level
 - planning, conducting and evaluating individual programs and events
 - participating in community outreach
 - participating in branch and system collection development (recommending selection and weeding)
 - performing various duties at the branch, area and system level in areas of expertise such as: children's collections and programming, collection development, community outreach.

QUALIFICATIONS:

- Graduate degree in Library or Information Science from an accredited institution or equivalent education
- Understanding and appreciation of the philosophy of public service to all, in accordance with human rights legislation and the principles of equity and access in the delivery of library service
- Professional skills, including information services, collection development and knowledge of adult, young people's and children's literature
- Strong interpersonal, communication, organizational, and customer service skills
- Ability to plan, conduct and evaluate programs
- Flexibility.

SALARY: \$33.77 - \$38.15 per hour (2010 Rates)

Application requirements for job vacancies:

1. Applications must include the posting number.
2. Each posting number requires a separate application.
3. All applications must:
 - a) List all qualifications as stated on the job posting.
 - b) Provide daytime phone number, cell phone number (if available) and email address (if available).
 - c) Be received by mail, fax or email, by midnight on the day of closing.

Please use one of the following methods:

Mail: Human Resources Department
Toronto Reference Library
789 Yonge Street Toronto ON M4W 2G8

Fax: 416-395-5925
Note: Please retain your fax confirmation sheet.

Email: recruitment@torontopubliclibrary.ca

Notes:

- The Posting Number should be quoted in the subject line of all email submissions and please retain your original email.
- Please remember to type/sign your name under the signature section of the application form.

Please do not send duplicates

We thank all applicants and advise that only those selected for an interview will be contacted.