

JOB POSTING DETAILS

Employer	Sault Ste. Marie Public Library (Sault Ste. Marie Public Library)	Job Type	RI
Job Title	Part-Time Juvenile Junior Clerk	Duration	Temporary Part Time
ES Job ID	12621	Location	Sault Ste. Marie
Date Posted	May 10, 2022	Closing Date	May 20, 2022

Job Overview - Description & Duties

TEMPORARY PART-TIME POSITION POSTING

Title: Part-Time Juvenile Junior Clerk - James L. McIntyre Centennial Library (Children's Department)

Job Class: 3

Salary Range: \$27.23 per hour

Duration: Up to 12 months

The Sault Ste. Marie Public Library invites applications from qualified candidates for the temporary position of Part-Time Juvenile Junior Clerk at the James L. McIntyre Centennial Library. This position is for the duration of another employee's parental leave.

Please note this position may require split shifts, afternoon/evening work, Saturday and Sunday work. It is understood that shift requirements may change due to operational requirements

Required Skills

The successful candidate may be required to exercise direction over Volunteers and Library Pages.

Applicants must possess the following qualifications:

- High school diploma
- Excellent customer services skills and experience in serving the public of all ages
- Demonstrated communication, interpersonal and customer services skills and experience in working with children and young adults
- Demonstrated experience in planning and delivering programs to children and young adults
- Demonstrated organizational and time management skills
- Demonstrated ability to take direction and act accordingly with respect to the training and directing of others
- Good keyboarding skills and working knowledge of Microsoft Office software products and the use of computers
- Ability to work well within a team environment

Other Requirements

Assets include:

- Education related to children's services (e.g. Early Childhood Education, Child Youth Worker Diploma, Bachelor of Education, etc.)
- Excellent attention to detail
- Ability to promote the Library
- Experience using the Integrated Library System

How to Apply

Application Process and Contact Information:

Applications will be received by the CEO, Matthew MacDonald, until Friday May 20, 2022 at 4:30 p.m. Further information regarding the job description is available from the CEO.

This is an external job posting in accordance with clauses 11:09 and 11:10 of the labour agreement between the Sault Ste. Marie Public Library Board and CUPE Local 67, Library Part-Time Group.

Interviews will be scheduled after the posting date.

All qualified candidates are encouraged to apply.

Interested candidates should send their applications by email to m.macdonald@cityssm.on.ca

The Sault Ste. Marie Public Library in its ongoing efforts to prevent, identify and remove barriers for people with disabilities will provide work-related accommodation for employees with disabilities, upon request.