



GRAND ERIE DISTRICT SCHOOL BOARD

Requires a

PART-TIME (0.714 FTE) 10-MONTH LIBRARY TECHNICIAN at

Delhi District Secondary School (Delhi, Ontario)

The Grand Erie District School Board's 2,800 employees provide quality education to approximately 26,000 full-time equivalent students who attend our 73 schools. The Board spans a geographic area encompassing the City of Brantford and the Counties of Brant, Haldimand and Norfolk. The Board requires a qualified part-time Library Technician.

Responsibilities:

The successful candidate will be responsible for the circulation of materials, collection maintenance including shelving, cataloguing of materials, and conducting inventory and process acquisitions. Assisting staff and students with the use of information technology, locating materials and answering reference questions are other requirements of this position.

Qualifications:

- Secondary School Graduation Diploma (Grade 12 or equivalent education) required
- **Must be a graduate of a recognized Community College Program as a Library Technician or equivalent**
- Proficiency with Microsoft Office Suite software and library automation systems in an asset
- Proficiency with keyboarding, speed and accuracy are essential
- Must possess excellent communication skills, written and verbal
- Must be able to work effectively and efficiently with minimum supervision
- Must demonstrate a positive attitude and commitment to the provision of excellent service
- Prior library technician experience is an asset

Hours: 5 hours per day, 10 months a year (September to June annually)

Effective Date: As soon as possible

Hourly Rate: \$22.28/hour. The Grand Erie District School Board offers a very competitive benefit package.

If your qualifications, positive attitude and commitment to excellence make you an ideal candidate for consideration, please submit your application, marked "personal and confidential", which includes a complete resume, cover letter (one document if submitted electronically) with the names and telephone numbers of at least three professional references; your current supervisor must be provided as a reference. Your application must be received by 4:00 p.m. **November 1, 2018. Apply to:**

The Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario N3T 5V3
Fax (519) 759-5362 or Email hr@granderie.ca **Please quote posting # 19-18-19**

Applicants with a disability that requires an accommodation to enable their participation in the interview process should advise the Board when contacted for an interview. Any assessment and selection materials and processes used in the interview process can be made available in an accessible format, upon request in advance.

All new employees are required to provide an original Police Record Check (which includes a "vulnerable sector screen") acceptable to the Board prior to the commencement of employment.

We thank all applicants for their interest but only those considered for an interview will be contacted.