

JOB TITLE	INFORMATION ASSISTANT II-GENERAL AND YOUTH SERVICES
Recruitment Ref #	UN-IA524
Location	Various
Salary	\$34.53 per hour
Start Date	January 2025
Hours	<p>Part-time: 20 to 24 hours per week as scheduled. Branch schedules include weekdays, evenings, Saturdays and Sundays; candidates must be available to work 78% of shifts (14 of 18) to be considered.</p> <p>Casual: to a maximum of 19 hours per week as scheduled. Branch schedules include weekdays, evenings, Saturdays and Sundays; candidates must be available to work 67% of shifts (12 of 18) to be considered.</p>
Responsibilities	Performs effectively as a member of Vaughan Public Libraries' public service team. As directed by the Library Manager: assists with the provision of services to children and young adults; maintains certain areas of branch resources; participates fully in the provision of high-quality reference and readers' advisory service in the branch; ensures the smooth operation of the branch in the absence of Library Management and Librarians.
Requirements	<ul style="list-style-type: none"> • Library and Information Technician Diploma, undergraduate degree, or equivalent. • Two years related public library experience. • Demonstrated understanding of library services to children and young adults. • Children's program delivery experience is an asset. • Experience and understanding of electronic library systems and electronic information resources. • Demonstrated ability to communicate effectively and courteously, verbally and in writing. • Demonstrated ability and enthusiasm for working with the public. • Ability to speak languages other than French or English and relevant to the communities served is an asset.
How to Apply	Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and recruitment reference #UN-IA524. Incomplete submissions will not be accepted. Applications should be addressed to: The Recruitment Office, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario L6A 4W2. Submissions are accepted by email at vpjjobs@vaughan.ca or you can apply through our website.
Closing Date of Posting	NO LATER THAN JANUARY 3, 2025 by 4:00 p.m.
For Further Information	Please contact vpjjobs@vaughan.ca .
Other	<p>In order to qualify for permanent employment within any department or service location with the Vaughan Public Library Board, an applicant must not be related to any member of staff of that department or service location.</p> <p>Vaughan Public Libraries aspires to employ a staff that fully represents the diversity of the community we serve. VPL is committed to equity in its policies, practices, and programs, and we support diversity in our services to the public, our staff complement and in the work environment. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply. Vaughan Public Libraries is a proud recipient of the Angus Mowat Award of Excellence, awarded by the Ministry of Tourism, Culture and Sport for our Belonging Initiative. This celebrated an all-encompassing movement toward diversity, equity and inclusion across the entire organization — in our corporate culture, our operations and our relationship with the community, through services, resources, programming and spaces.</p> <p>Vaughan Public Libraries is committed to the principles of the Accessibility for Ontarians with Disability Act (AODA). As such, we strive to make our recruitment, assessment, and selection process as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact vpjjobs@vaughan.ca. Vaughan Public Libraries is also committed to ensuring that confidentiality is maintained throughout all aspects of the recruitment cycle.</p>