

Job Opportunity



This position will be posted internally and externally, concurrently.

Position:	Page
Job Posting Number:	10-35
Employment Status:	Regular Part-Time Approximately 10-12 hours per week Evening and Weekend Shifts throughout the year
Location:	Central Branch
Report To:	Teen Services Librarian
Classification:	Page
Salary:	\$10.25 - \$12.13 per hour
Start Date:	August 2010

QUALIFICATIONS

The following qualifications are essential to be successful in this position:

- Ability to follow oral and written directions
- Ability to arrange items in alphabetical and numerical order
- Possess enthusiasm and the ability to focus on providing excellent customer service with attention to detail
- Ability to maintain assigned work schedule including evenings and weekends
- Minimum Age – 14 years

The following qualifications would be considered an asset in this position:

- Excellent interpersonal skills
- Ability to work individually and as part of a team

MAJOR RESPONSIBILITIES

- Sort and shelve books and/or other library materials
- Shelf-read library material to ensure correct alphabetical or numerical order; re-arrange as necessary
- Empty book-drop
- Tidy department and assist with closing procedures
- Other duties as assigned

Closing Date:	Monday, August 2, 2010 @ 5:00 p.m.
Submit current resume, quoting Job Posting number to: (Mail, Fax or E-Mail)	Margaret Cleverdon, Human Resources Administrator 120 Navy Street Oakville ON L6J 2Z4 Fax: (905) 815-2024 or E-mail: resume@oakville.ca

The Library will require a security clearance check (dated within the last year) from an applicant as a condition of employment with the Oakville Public Library.