



## Job Posting

Milton Public Library is committed to inspiring through discovery, collaboration and creation. As one of the fastest-growing municipalities in North America, Milton Public Library (MPL) is an award winning system focused on innovation. MPL empowers the community to: Read. Learn. Create. Connect.

|                       |   |
|-----------------------|---|
| <b>Position:</b>      | Adult Page  |
| <b>Status:</b>        | Part Time Band IV   |
| <b>Salary Range:</b>  | \$17.20 - \$18.18 per hour  |
| <b>Home Location:</b> | Main Branch   |
| <b>Hours of Work:</b> | Up to an average of 24 hours per week including evenings and weekends |

### **Position Summary**

The Adult Page inspects, sorts, and shelves library materials and maintains an orderly shelf appearance. The Adult Page provides assistance in Information Services, Children's Services and Administration when required.

### **Typical Duties and Responsibilities**

- Retrieves, sorts and shelves all manner of library materials
- Inspects condition of items prior to shelving
- Maintains correct order of a designated area through regularly assigned shelf reading
- Removes items from book drop; checks audio visual cases for correct and complete template contents
- Checks in book drop items, when required
- Prepares art work and crafts, as assigned
- Assists with programs, as assigned
- Organises back issues of newspapers and other information, as assigned
- Assists with processing and mending of Library materials
- Tidies public areas on a daily basis
- Sets up programming room for meetings or programmes as assigned
- Moves boxes or materials to other areas, as assigned.
- Perform other duties as assigned

### **Qualifications**

- Minimum Grade 10
- Ability to file accurately by alphabetic and numeric sequence
- Ability to follow established procedures with accuracy and attention to detail
- Ability to interact harmoniously and courteously with the public and staff
- Good keyboarding skills
- Ability to work independently and in team environment



### **Work Environment**

- Unionised position as part of CUPE Local 4366
- Ability to bend and reach upper and lower shelves and lift items up to 10kg
- Works in a fast-paced environment
- Works as part of the Support Services Department
- Works as per the assigned schedule, including evenings and weekends as per the provisions within the Collective Agreement

### **Application Process**

Interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of this position by **5:00 pm on November 1, 2024** quoting posting **24-17** to:

**Human Resources**

**Email: [careers@beinspired.ca](mailto:careers@beinspired.ca)**

**ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

The Milton Public Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, for recruitment purposes. Questions about this collection of personal information should be directed to: Chief Librarian, Milton Public Library, 1010 Main Street East, Milton, ON, L9T 6H7

The Milton Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact Human Resources at [careers@mpl.on.ca](mailto:careers@mpl.on.ca)