



JOB POSTING

**DISCOVERY ASSISTANT (full-time, permanent)
31.5 hours per week, plus Sundays when applicable**

LOCATION:

Aurora Public Library
15145 Yonge Street, Aurora

POSITION SUMMARY:

Provides information and Readers' Advisory primarily for adult services with some children's and young adult services delivery. Assists with collection maintenance, plans and delivers community programs, visits and tours. Ensures excellent customer service.

WORKING CONDITIONS:

Works 63 hours per two week period, including evenings and Saturdays, plus Sundays when applicable.

QUALIFICATIONS:

- ▶ Undergraduate degree, plus library specific education
- ▶ Current knowledge of print and digital library collections and services
- ▶ Demonstrated experience in program planning and delivery for adults
- ▶ Experience with Library automated systems
- ▶ Excellent computer and technical skills, including Word, Excel, email, Internet, social media, electronic resources and devices
- ▶ Demonstrated creative and innovative approach to library services and outreach

STARTING SALARY:

\$27.11 per hour

APPLICATION:

Please email your resume (Word DOC) to:

Human Resources
Aurora Public Library
15145 Yonge Street
Aurora, ON L4G 1M1
Email: jobs@library.aurora.on.ca

The Library will require a current Vulnerable Sector Screening from the successful applicant as a condition of employment.

APPLICATION DUE DATE:

04:00 p.m. on Monday, November 27, 2017

The Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. The Aurora Public Library is pleased to accommodate individual needs in accordance with the *Accessibility of Ontarians with Disabilities Act, 2005* (AODA). If contacted regarding this competition, please advise the interview coordinator or email jobs@library.aurora.on.ca of accommodation measures you may require during the selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.