



EXTERNAL JOB POSTING

TECHNICAL SERVICES TECHNICIAN II (Permanent, part-time position available)

ORGANIZATION:

Aurora Public Library is a vibrant community space that sparks learning and creativity. We offer early literacy programs, vibrant literary and cultural experiences, a Creative Studio, online learning, extensive print and digital collections, and comfortable seating for meeting, collaborating and socializing. Our community-led approach reflects a social contract with our community to deliver collections and services in collaboration with the needs of our residents. For more information, visit our website at www.aurorapl.ca.

POSITION SUMMARY:

Technical Services Technician II performs technical services functions, including acquisitions, cataloguing, processing and maintenance of the bibliographic database. The work of the Technical Services Technician II ensures the accurate and complete access to the Library's collections by members of the public. The incumbents maintain newspaper and periodical collections and interlibrary loan service. They are detail-oriented team players, with a user-centric orientation to library services.

This permanent part-time position will be reporting to the IT Manager.

HOURS OF WORK:

Permanent Part Time: 50 hours per two-week period, typically Monday to Friday 9 a.m. – 2 p.m. This schedule may change (with notice) due to changing operational needs and may include evening and weekend shifts.

QUALIFICATIONS:

- Successful completion of the Library Technician certificate/diploma from an accredited institution
- Minimum 2 years' related experience, public library experience an asset
- Demonstrated experience in use of library information management systems and knowledge of technical standards
- Strong computer skills, including MS Office applications and a minimum keyboarding speed of 40 w.p.m.
- Strong communication, interpersonal and teamwork skills
- Ability to meet physical requirements of the job, including pushing heavy carts, lifting/carrying materials, bending and standing for long periods of time
- Change orientation, positive demeanour, and commitment to excellence in customer service

DUTIES AND RESPONSIBILITIES:

1. Assists with maintenance and integrity of the Library's database of bibliographic, authority controls and other automated records
2. Performs bibliographic data entry; updates and deletes data; assists with checking and making any necessary changes and additions to catalogue as required
3. Assists with provision of all types of authority control, such as MARC authorities, indices and thesauri
4. Catalogues and processes materials including original cataloguing as required

5. Assists with the entire life-cycle of collection development – such as the acquisitions function (ordering, recording, invoice processing and receiving of materials) through to the removal of materials from the collection
6. Performs tasks required to support interlibrary loan service, including liaison with service provider(s) and with public service staff. Prepares statistical reports as required
7. Maintains newspaper and periodical collections, including liaison with suppliers and service providers and with public service staff. Prepares statistical reports as required
8. Stays current with changes in APL technology
9. Assists the Technical Services Team Lead as required
10. Participates on committees and interdepartmental teams and attends relevant meetings, workshops and courses as required.
11. Receives, processes and sorts library materials
12. Checks packing slips against materials received and reports discrepancies
13. Prepares materials for pick-up by courier
14. Receives and prepares mail for distribution
15. Adheres to the Aurora Public Library Health and Safety Policy. Responsible for observing and following all established occupational health and safety procedures, to be aware of hazards in the workplace and preventative measures taken. Takes an active part in protecting oneself, fellow staff members and library property by reporting all hazardous conditions and unsafe work procedures.
16. Performs other duties as assigned.

STARTING SALARY: \$28.55 per hour
This is a bargaining unit position, CUPE Local 905.02 APL Unit.

APPLICATION:

Please email your resume and cover letter to: jobs@library.aurora.on.ca, , attention Human Resources. Please quote TST PTU 2025 in the subject line.

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. Friday, February 14, 2025

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.