



MEMORANDUM

TO: All Staff

FROM: Kim Gunn, CHM – HR

DATE: June 30, 2022

SUBJECT: Community Hub Assistant – Collections (Casual position –
Evenings/Weekends)
Competition #: UB-2022-17
Location – Unknown

For your information the attached Community Hub Assistant – Collections casual position is now posted until July 7, 2022 at 4:00pm.

Find attached the abbreviated version of the Employment Application form. If you wish to apply for a position, please either forward a resume or a completed attached form to my attention, via email prior to the closing date.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kim Gunn", is written in black ink.

Kim Gunn

Cc. TBPL Bulletin Boards
Kristal Vanderleest, Recording Secretary, CUPE Local 3120

EMPLOYMENT OPPORTUNITY
June 30, 2022

Community Hub Assistant – Collections – Casual (Evenings/Weekends)
Main Location – Unknown

WAGE: \$25.71 - \$28.17/ hour

EFFECTIVE: July 2021

HOURS: Casual position (less than 18 hours per week)

REPORTS TO: Community Hub Technician

DUTIES/QUALIFICATIONS: See Position Description attached

START DATE: TBD

Employees wishing to transfer to this position must apply in writing for a transfer within a three (3) day period from the date the position is posted.

Applications for transfer must be received by 4:00pm on Tuesday, July 5, 2022

APPLICATIONS: Received until 4:00 p.m., July 7, 2022 to:
Kim Gunn, CHM – HR
Thunder Bay Public Library
285 Red River Road
Thunder Bay, Ontario
P7B 1A9

The Thunder Bay Public Library is committed to Employment Equity.

The personal information obtained under this job posting is collected under the authority of the Public Libraries Act, 1984 and will be used to access qualifications of applicants. Questions about this collection should be directed to the Chief Executive Officer at the address above.

The Thunder Bay 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 the CHM – Human Resources at kgunn@tbpl.ca.



Employment Application Form

This form is intended for individuals already working at TBPL who wish to apply for internal job postings. Please note: Only bargaining unit employees may apply for internal job postings.

Name: _____ Date: _____

Is this a transfer per the Collective Agreement: Yes or No (please circle)

If Yes, please return within 3 days of the date of posting.

Position Currently Working: _____

Branch Currently Working At: _____

Position Being Applied For: _____

Education: Licence, certificate or diploma awarded: Yes or No (please circle)

If yes, what type of certification or diploma obtained? Attach a copy.

Please return this form to Kim Gunn via email.



INSPIRE, GROW AND CONNECT

Working with the Thunder Bay Public Library and the Community

PURPOSE:

Everyone has the right to access the resources and services they need to learn, express themselves creatively, and reach their full potential.

VISION:

The Public Library will be an inclusive, safe and welcoming community hub built around trust, understanding and collaboration to meet the community's needs.

MISSION:

We are facilitators for the needs of our community. We partner with our community and strive to meet everyone's needs for research, creativity, entertainment and support services.

VALUES:

We are... Inspired by our Community * Welcoming * Inclusive * Helpful * Sharers of Knowledge.

POSITION DESCRIPTION

| | |
|-----------------------------|--|
| POSITION TITLE | Community Hub Assistant – Collections |
| CLASSIFICATION | Library Assistant; Public Services Assistant |
| UNION AFFILIATION | 3120 |
| PRIMARY RELATIONSHIP | Community Hub Technician (CHT) |
| PRIMARY LOCATION | TBPL |
| EFFECTIVE DATE | November 2021 |
| SUPERSEDES | July 2021 |

AUTONOMY:

1. Provides direct public services, utilizing the Community Led approach, including readers' advisory through active roving to increase community use of the Library.
2. Under the direction of the CHT, promotes and participates in programs and partnerships utilizing the community led- approach, including but not limited to, book clubs, home service, outreach activities, reading support, and tours of and visits to the Community Hub to meet the needs of the community.
3. Assists in collection maintenance to ensure the collection meets the needs of the community.
4. Performs opening and closing duties to ensure the Community Hub is optimized for the community.
5. Orders, records and maintains supplies to ensure an efficient use of the Library resources.
6. Provides clerical functions, as required, to meet the needs of the Community Hub.
7. Handles requests for Supply Staff to ensure the Community Hub is sufficiently resourced.
8. Serves as secretary for the Joint Occupational Health & Safety Committee to ensure a safe working environment.
9. Facilitates the implementation of change and innovation including actively participating in working groups to further strategic initiatives.
10. Assists with volunteers, co-workers and partners to optimize community impact.
11. Adheres to the policies, procedures and standards, as identified by the TBPL Board to ensure compliance with City by-laws, and all relevant provincial and federal legislative requirements.

MASTERY:

The position requires:

1. Grade 12 or equivalent.
2. Proven interpersonal, communication and customer engagement.
3. Appropriate knowledge, experience and skills that is up to date and relevant to the duties of the position.
4. A commitment to the Internal Responsibility System.
5. Must undergo a successful Criminal Records Check.