

POSTING REFERENCE #15645

HAMILTON PUBLIC LIBRARY IS CURRENTLY RECRUITING FOR THE FOLLOWING:

EVENTS CLERK

JOB CODE: 7359

PERMANENT PART TIME (20 HOURS PER WEEK)

PAY GRADE: \$22.238 - \$26.162 HOURLY

LOCATION: CENTRAL LIBRARY, 55 YORK BLVD, HAMILTON, ON

START DATE: as soon as possible.

Schedule: *Please be aware that weekly schedules will be reflective of booked events.

JOB SUMMARY:

Reports to Manager. Organizes, delivers and reports on all Library events.

JOB DUTIES:

Implements and oversees a variety of project related tasks that pertain to the planning and execution of events and outreach.

Assists with the development of events, including budgets, coordinating delivery of event with internal and external partners.

Schedules and coordinates planning of events with team members.

Assists in the preparation of event/outreach plans and presentations.

Communication with the public at events within and outside of the Library.

Ensures all necessary reporting is completed.

Operates equipment such as A/V, printers, photocopiers, laminator and fax machine.

Performs preventative maintenance on equipment, makes minor adjustments.

Types and word processes from copy.

Takes and transcribes minutes of departmental meetings.

Receives and answers inquiries from staff, other departments.

Performs other office duties as assigned which are directly related to the major responsibilities of the job.

MINIMUM QUALIFICATIONS:

Education:

Events Management Certificate – 1 year certificate completed within past 3 years

Skills:

Ability to consistently and accurately perform routine duties requiring constant and careful attention to clerical detail.

Ability to operate photocopying, and other non-print equipment.

Ability to communicate with public and staff with courtesy and tact.

Physical stamina required to perform tasks involving the lifting and movement of materials.

Ability to type accurately at forty (40) words per minute.

Flexibility and good humour in a working environment characterized by change.

Applying

- The deadline for this application is 11:59pm August 26, 2019
- Please visit www.hpl.ca and proceed to Jobs at HPL to apply through City of Hamilton recruiting site

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment, or cause your dismissal. We thank all applicants who apply and advise that only those selected for an interview will be contacted.

Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process.

The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.