

HAMILTON PUBLIC LIBRARY IS CURRENTLY RECRUITING FOR THE FOLLOWING:

MAIL SERVICE SUPPORT CLERK

JOB CODE: 4992

POSITION #8926

PERMANENT PART TIME (20 HOURS PER WEEK)

PAY GRADE: \$20.973 - \$24.674 HOURLY

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

JOB SUMMARY:

Reports to the Manager, Technical Services. Ships, packs and unpacks library vendor shipments and library deliveries; sorts and distributes mail; performs clerical functions relating to the maintenance of library collections.

JOB DUTIES:

Performs repetitive tasks involving the lifting and movement of heavy materials and equipment (bins, boxes etc. may weigh as much as 50 – 60 lbs.).

Performs shipping and receiving routines, accurately sort library materials by location and prepare courier shipments; answers routine delivery questions, refers complex inquiries

Performs shipping and receiving duties for library vendor shipments

Picks up, sorts and distributes incoming mail; processes outgoing mail.

Operates equipment such as bookhoist, skid lifter, dolly and other shipping related items

Delivers and picks up mail and cheques from City Hall, affiliated City Departments and the Post Office.

Requisitions and maintains an inventory of supplies; processes requisitions.

Performs circulation check-in functions for library materials with requests.

Processes library materials, applying barcodes and labels.

Inputs and retrieves data from the automated library system in the Technical Services and Circulation modules.

Performs preventive maintenance on equipment; contacts service personnel as required.

Attends training sessions and staff meetings.

Performs other duties as assigned and that are directly related to the major responsibilities of the job.

MINIMUM QUALIFICATIONS:

Education:

Ontario Secondary School Graduation Diploma (Academic).

Experience:

1-2 yrs shipping and receiving experience in a warehouse setting preferred

Skills:

Physical ability and stamina to operate relevant equipment, to retrieve materials and to perform tasks involving the lifting and movement of heavy materials and equipment (bins, boxes, etc) weighing 50-60 pounds

Demonstrated knowledge of and proficiency in the organization of materials handling and delivery.

Demonstrated ability to safely and efficiently perform loading and unloading activities.

Ability to develop and maintain effective working relationships with staff and external service providers in a courteous and tactful manner.

Demonstrated ability to follow set procedures in an organized manner.

Demonstrated ability to organize workflow and to work accurately in a team-based, high production environment requiring attention to clerical detail.

Demonstrated performance of duties requiring independent judgement and initiative.

Demonstrated knowledge of and skill with information and communication technology (e.g. microcomputer applications, including word processing and spreadsheet software, online databases, Internet browsers and search engines).

Demonstrated skill in communicating clearly and concisely in written and verbal form.

Knowledge of and adherence to health and safety policies and procedures for this position and workplace.

Applying

- The deadline for this application is 11:59pm December 14, 2018
- 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.