



**Technical Services Coordinator**  
**Township of Georgian Bay Public Library**  
**Honey Harbour, MacTier, and Port Severn, Ontario**

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Interested in working along the shores of beautiful Georgian Bay? Georgian Bay Public Library is looking for a Technical Services Coordinator!

We are a Library system made up of three branches located 1.5 hours north of Toronto in the heart of cottage country. Our Library is growing and we continue to look for new and innovative ways to support our community.

**ABOUT THE POSITION:**

Are you a technical-focused individual who is passionate about creating positive customer experiences? Georgian Bay Public Library is seeking a Technical Services Coordinator who can maintain our growing Library collection and assist in the development of our Library-of-Things collection.

Reporting to the CEO you work hands on with the Library collection including but not limited to; cataloging materials, repairing materials, sourcing materials, reviewing circulation reports, and developing processes and procedures related to the collection. Additionally, you will provide occasional technical support to patrons and support the day to day operations of the Library.

**QUALIFICATIONS:**

- Secondary School Diploma or Certification of Excel through the Ontario Library Service or related discipline or a combination of education and experience.
- Strong technology skills including emerging Library technologies, experience with JASI, or other ILS software.
- Minimum 1 year experience in customer service, preferably in a Library or Municipal environment
- Detail oriented
- Ability to troubleshoot
- Proficient with Microsoft Office applications, computers, and mobile devices
- Ability to work and communicate with patrons of all ages
- Proven organizational skills and ability to multi-task and manage time accordingly
- Excellent communication, customer service, and inter-personal skills across various channels (ex; email, phone, in person etc...)
- Ability to work independently and in a team environment
- Comfortable with exploring new ideas
- Travel between branches will be required occasionally
- The successful candidate will be required to provide a Vulnerable Sector Police Check.

## **WORKING CONDITIONS**

**Hours and schedule:** part-time, evenings and weekend will be required.

**Hourly Rate:** \$24.19 – 27.21 per hour

Position includes option to enroll into the Ontario Municipal Employees Retirement System.

**Deadline to apply:** 5 pm on Friday March 21, 2025

## **HOW TO APPLY**

Please email cover letter and resume addressed to;

Stephanie Clare  
Chief Executive Officer  
Georgian Bay Public Library  
[sclare.gbplibrary@gbtownship.ca](mailto:sclare.gbplibrary@gbtownship.ca)

We thank all applicants and advise that only those selected for an interview will be contacted.

The Georgian Bay Public Library invites applications from all qualified individuals. The Library is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.