

The Municipality of West Perth Employment Opportunity

Library Assistant – Permanent, Part Time www.westperthpl.ca

Salary range \$20.36/hr - \$25.45/hr

Description

West Perth Public Library seeks a permanent, part-time Library Assistant. The position requires strong public service and interpersonal skills, and the ability to work with a dedicated team of library staff. The position is responsible for the provision of readers' advisory, circulation, information and referral services, collection and catalogue records maintenance, and a range of other desk duties.

Qualifications:

- A post-secondary degree or diploma, or Library Technician Diploma;
- Experience working in a public library or public service industry with an emphasis on customer service skills, an asset;
- Strong written and verbal communication skills;
- Knowledge of online and social media platforms. Comfort with using current technologies;
- A familiarity with the range and scope of resources found in a public library.

Responsibilities:

- Provides assistance to library users in a warm and welcoming manner, and is respectful of privacy and the confidentiality of all library interactions;
- Provides readers' advisory, community information referrals, and assistance in accessing the library's print and electronic resources, including basic instructions of public access technology;
- Performs regular circulation duties, including checking in and out all materials, registering and updating library user membership records, placing reserves on requested materials, and ensuring that library equipment is operational;
- Assists with collection maintenance by evaluating materials in accordance with library policies and procedures;
- Updates the library website and social media accounts with information related to programs, services, collections and/or resources;
- Processes interlibrary loan requests;
- Creates and updates library materials records in the catalogue;
- Performs other duties as assigned.

The successful candidate will be required to work a varied schedule of 18 hours a week, including evenings and Saturdays. Offers of employment will be conditional on the successful candidate providing a current, satisfactory criminal reference check with vulnerable sector screening prior to commencing employment.

Email cover letter and resume in PDF format to: Karen DeHaan, Human Resources Coordinator at the Municipality of West Perth, no later than **Thursday November 24th, 2022 at 4:00 pm.**

We thank all applicants who apply, however, only those considered for an interview will be contacted. The Municipality of West Perth is an Equal Opportunity Employer. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used for the purposes of determining eligibility for this completion.