



## **Employment Opportunity – Library Assistant**

### **Job Summary:**

The Town of Carleton Place is seeking a customer-focused and organized Library Assistant to join our Library team. Reporting to the CEO, the successful candidate will assist with providing a wide range of library services to the public, ensuring an engaging and welcoming environment for all library patrons.

### **Key Responsibilities:**

- Greet and assist library users at the circulation desk.
- Provide guidance on the use of the online catalog and assist with locating library resources.
- Support patrons with public computers, printers, and other equipment.
- Process interlibrary loans and program registrations.
- Maintain and update patron records and library usage statistics.
- Handle overdue notices, fine payments, and notifications for patrons.
- Shelve, organize, and maintain the library's collection.
- Respond to patron inquiries via email, phone, or in person.
- Supervise and train student staff as required.
- Actively contribute to enhancing library services and collections.

### **Qualifications and Requirements:**

- High School Diploma.
- Minimum one (1) year of experience in a public library or related setting.
- Strong interpersonal and communication skills to provide friendly and professional service.
- Proficiency with library systems, online resources, and general office software.
- Ability to learn and explain the Dewey Decimal system and other library tools.
- Attention to detail, problem-solving, and teamwork skills.
- Physical ability to lift and carry materials as required.
- Strong communication, problem-solving, and time-management skills

### **Working Conditions**

- Evening and weekend shifts may be required.
- Must adapt to a busy, occasionally noisy environment with frequent interruptions.

### **Why Join Us:**

- Become part of a supportive and community-focused team.
- Engage in meaningful work that enriches lives through access to information and resources.
- Opportunities for ongoing learning and professional development.

**Wage Range:** \$19.51 - \$24.82

**Supervisor:** CEO, Library

**Status:** Part-Time, Permanent

**Weekly Hours:** 21 hours per week

**Work Schedule:** Typical hours: Mondays 12 noon to 8:00 p.m., Thursdays 12 noon to 8:00 p.m., Fridays 9:30 a.m. to 5:30 p.m., plus one (1) Saturday every five (5) weeks. Schedule is subject to change based on operational needs.

**Application Deadline:**

Open until filled.

**How to Apply:**

Please send your resume and cover letter to [hr@carletonplace.ca](mailto:hr@carletonplace.ca)

**The Town of Carleton Place is an equal opportunity employer**

The Town of Carleton Place is an equal opportunity employer. We are committed to fostering a diverse and inclusive workplace free from discrimination. If you require accommodations during the recruitment process, please contact us at [hr@carletonplace.ca](mailto:hr@carletonplace.ca), and we will work with you to meet your needs.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Job Description**

View the [detailed job description](#), on the Employment Opportunities page on the Town's website.