

MEETINGS OF COUNCIL

Tuesday, August 27th

7:00 p.m Council

Followed by Committee of the Whole

Household Hazardous Waste (HHW) Facility is Closing For the Season

The HHW facility will be closing on Saturday August 31, 2019 at NOON!

HHW is open each Saturday until August 31st from 8am to noon, residents can bring their household hazardous waste products to our drop off facility located at 128 Patterson Crescent.

**Items will not be accepted after August 31st.
The HHW facility will reopen in May 2020.**

Should you have any questions, please contact Public Works at 613-257-2253.

EMPLOYMENT OPPORTUNITY

Carleton Place Public Library is seeking an individual to fill the

position of **Library Assistant**.

Summary: Reporting to the Manager of Library Services, the incumbent will be responsible for working with the public and other library staff to provide a wide range of library services.

Job posting opening date: Thursday, August 8, 2019 Job posting closing date: **Friday, August 16, 2019, at 12:00pm**

Hours: This is a permanent, part-time position. Up to 12 hours/week. 10:30am to 1:30pm Monday to Thursday. Some Saturdays. Some evening work may be required. Position hours subject to change (increase) in late fall/early January.

Position Requirements:

1. High School Diploma.
2. Ability to give friendly, helpful, and professional service to the public.
3. Ability to communicate effectively with patrons and staff.
4. Requires sound judgment, initiative, tact and courtesy, attention to detail, and the ability to work as a team with a small staff, making adjustments to best meet the needs of the patrons.
5. Computer skills including word processing; use of library automated system circulation and public catalog functions; printing, social media, ability to learn and use mobile apps, ability to learn and use online resources. Ability to explain use of the above to library users.
6. Cataloging/Library skills necessary to input and manipulate data in

an automated library system, and create and maintain cataloging in a manner consistent with professional library practice.

7. The ability to learn the use of the Dewey classification system, and other library procedures is required.

A detailed job description for this position can be accessed at www.carletonplace.ca

To apply, send resume and cover letter detailing how you meet position qualifications, and quoting "Library Assistant" to:

Mail: Human Resources

Carleton Place Town Hall

175 Bridge Street

Carleton Place, ON, K7C2V8

Email: hr@carletonplace.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.