



## Employment Opportunity

Carleton Place Public Library is seeking an individual to fill the position of **Library Assistant**.

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

Job posting opening date: Wednesday, July 21, 2021

Job posting closing date: **Friday, August 06, 2021, at 12:00pm**

**Hours:** This is a temporary part-time position. Up to 21 hours/week. Saturdays and evenings required.

**Wage:** Band 3, Step 1 - \$15.81/hour

**Contract Term:** August 30, 2021 – December 31, 2021. Possibility of extension.

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](http://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](mailto: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.



**TOWN OF CARLETON PLACE**  
**JOB DESCRIPTION**

<b>DEPARTMENT:</b>	Library
<b>DIVISION:</b>	N/A
<b>JOB TITLE:</b>	Library Assistant
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	3
<b>SUPERVISOR:</b>	Library CEO
<b>REVISION DATE:</b>	June 2020

**POSITION SUMMARY:**

Responsible for working with the public and other library staff to provide a wide range of library services.

**DUTIES AND RESPONSIBILITIES:**

1. Greets and assists Library users in the circulation desk area, including:
  - a. assisting with use of the online catalog;
  - b. assisting with determining and locating information and materials such as reference and non-fiction books, online resources, periodicals and microform;
  - c. assisting with the use of equipment such as public computers, printers and microform reader/printers;
  - d. fielding interlibrary loan requests;
  - e. program registrations;
  - f. recording usage statistics;
  - g. assisting the public with their reference questions and other needs via in person, email, or telephone.
2. Processes incoming and outgoing interlibrary loan material.
3. Organizes and maintains paperback collection.
4. Takes money for library fines, room rentals, damaged materials, and makes change.
5. Keeps and prepares statistical information.
6. Prepares and mails overdue notices.
7. Notifies patrons via telephone of holds, overdue materials, etc.
8. Keeps patron records up to date.
9. Shelves, reads, culls, and organizes material in the library's collection.
10. Makes recommendations for improvements in service and collection.

11. Responds to patron email inquiries when required.
12. Supervises and trains student staff members as required.

The above generally describes the duties involved with the position. However, municipal work is varied in nature and employees will be required to perform duties in addition to the above from time to time as directed by the Library CEO.

## **POSITION REQUIREMENTS**

### **EDUCATIONAL REQUIREMENTS:**

High School Diploma

### **EXPERIENCE:**

Minimum one (1) year public library related experience.

### **SKILLS AND ABILITIES:**

1. Ability to give friendly, helpful, and professional service to the public.
2. Ability to communicate effectively with patrons and staff.
3. 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.
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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.

### **WORKING CONDITIONS:**

The Library Assistant will be scheduled some evenings and Saturdays and may have to work odd or long hours at a time to complete special requests or projects and/or coordinate evening and off-hour activities. As these scenarios present themselves, the working schedule may be adjusted.

### **PHYSICAL DEMANDS:**



