



Employment Opportunity

The Carleton Place Public Library is seeking two individuals to fill **Page** positions.

Summary: Reporting to the Library CEO, the incumbent will be responsible for shelving returned library materials, keeping all items in order on the shelves, and providing friendly assistance to the public.

Job posting opening date: Wednesday, July 21, 2021

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

Hours: This is a permanent part-time position. Up to 8 hours/week. Saturdays and evenings required.

Wage: Minimum wage.

Qualification/Experience:

- Ability to communicate effectively with patrons and staff
- Ability to give friendly, helpful service to the public
- Reliable and punctual
- Computer skills including: word processing; inputting and manipulating data in an automated library system; use of library automated system circulation and public catalog functions
- Previous library experience an asset
- Must be able to handle several hours of standing, lifting, bending and repeated physical movements.
- The ability to learn the use of the Dewey classification system and other library procedures is required.
- Minimum age of 14 as per the Occupational Health and Safety Act, Industrial Regulations.

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

This is a permanent, part-time position. The successful applicant must be available to work during the entire calendar year. All other applicants will be disqualified.

To apply, send resume and cover letter detailing how you meet position qualifications, and quoting "Library Page" 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.



TOWN OF CARLETON PLACE

JOB DESCRIPTION

DEPARTMENT:	Library
DIVISION:	N/A
JOB TITLE:	Library Page
EMPLOYEE GROUP:	Non-Union
PAY GRID:	1
SUPERVISOR:	Library CEO
REVISION DATE:	June 2020

POSITION SUMMARY:

Responsible for shelving returned library materials and keeping all items in order on the shelves.

DUTIES AND RESPONSIBILITIES:

1. Shelves returned library materials.
2. Ensures library materials are in the correct order on the shelves.
3. Tidies the library by ensuring that all materials left by library users on tables, desks and chairs etc. are gathered and returned to the proper areas.
4. Assists on the circulation desk 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.

EDUCATIONAL REQUIREMENTS:

1. Minimum age of 14 as per the Occupational Health and Safety Act, Industrial Regulations.
2. Must have a social insurance number.

EXPERIENCE:

Library Page must be reliable and punctual.

SKILLS AND ABILITIES:

1. Ability to give friendly, helpful service to the public.
2. Ability to communicate effectively with patrons and staff.
3. Computer skills including word processing; inputting and manipulating data in an automated library system; use of library automated system circulation and public catalog functions.
4. The ability to learn the use of the Dewey classification system, and other library procedures is required.

WORKING CONDITIONS:

The position works shift work. Shifts vary between 2.5 and 11 hours per week and include evening and weekend work.

PHYSICAL DEMANDS:

The responsibilities will include physical demands such as lifting and carrying books and supplies for activities, as well as pushing heavy book carts. The Library Page must be able to handle several hours of standing, lifting, bending and repeated physical movements. Must be able to lift up to 35lbs. The Library Page may be expected to participate in various Library programs.

ENVIRONMENTAL DEMANDS:

The Library Page may have to serve a number of people at one time and may be interrupted frequently to meet the needs and requests of the public and of staff. The environment may be busy, noisy and the Library Page may be required to respond to stressful situations.

SENSORY DEMANDS:

The sensory demands will include the use of a computer, which may cause eyestrain and occasional headaches.

MENTAL DEMANDS:

The Library Page must be able to learn, understand, and use the Dewey Decimal system, as well as other systems of library shelving.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job.

Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town’s Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council.
EXTERNAL	Public, community organizations, non-profit organizations, vendors,

APPROVED:

Employee	Manager of Library Services	CAO
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