



## Employment Opportunity

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

**Summary:** Reporting to the Library CEO, the incumbent will be responsible for working with library staff to provide a wide range of library programs to library visitors, including Babytime and Toddler time programming.

**Job posting opening date:** Wednesday, September 14<sup>th</sup>, 2022

**Job posting closing date:** Friday, October 7<sup>th</sup>, 2022, at 12 noon.

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

### Position Requirements:

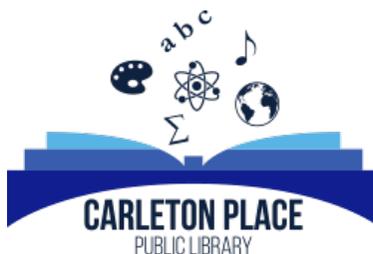
1. Requires sound judgment, initiative, tact and courtesy, attention to detail, and the ability to work as a team with a small staff, making adjustments to best meet the needs of the patrons.
2. Computer skills including word processing; use of library automated system circulation and public catalog 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.
3. The ability to learn the use of the Dewey classification system, and other library procedures is required.
4. Must provide a satisfactory criminal record check with vulnerable sector screening.
5. Must have access to reliable transportation.
6. Experience working with young children ages 0 to 3 will be considered an asset.

A detailed job description for this position can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca). The 2022 rate of pay is \$16.21 - \$20.65 per hour.

To apply, send a resume and cover letter detailing how you meet position qualifications, and quoting "Programming 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>	Programming Assistant
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	3
<b>SUPERVISOR:</b>	CEO
<b>REVISION DATE:</b>	August 2022

#### POSITION SUMMARY:

Perform all duties in accordance with procedures and policies related to the Library Assistant position, and assists in the planning and implementation of library programming and outreach.

#### DUTIES AND RESPONSIBILITIES:

1. Provides assistance to library users in a manner that is warm, welcoming and respectful.
2. Greets and assists Library users, including: materials circulation and holds, assisting with use of the online catalog; assisting with determining and locating information and materials such as reference and non-fiction books, online resources, periodicals and microform; assisting with the use of equipment such as public computers, printers and microform reader/printers; fielding interlibrary loan requests; program registrations; recording usage statistics; assisting the public with their reference questions and other needs via in person, email, or telephone.
3. Demonstrates a good working knowledge of the full range of programs and services offered by the library.
4. In collaboration with the library programming team, provides input into and delivers engaging programs for a variety of library users that offer information, special skills or entertainment.
5. Creates promotional materials for library programs.
6. Promotes the library at community events.
7. Tracks and keeps participation statistics.
8. Assists in reshelving library materials as required.
9. Shelves, reads, culls, and organizes material in the library's collection.
10. Makes recommendations for improvements in service and collection.
11. Supervises and trains student staff members and volunteers as required.

The above generally describes the duties involved with the position. However, as the work is varied in nature, the Programming Assistant will be required to perform duties in addition to the above from time to time as directed.

#### POSITION REQUIREMENTS:

1. Must provide a satisfactory criminal record check with vulnerable sector screening.
2. Must have access to reliable transportation.
3. First Aid/CPR certification would be considered an asset.



## **EDUCATIONAL REQUIREMENTS:**

High School Diploma

## **EXPERIENCE:**

1. Minimum one (1) year public library related experience preferred.
2. Previous experience working with children ages 2-12 preferred.

## **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.
4. 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.
5. 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.
6. The ability to learn the use of the Dewey classification system, and other library procedures is required.

## **WORKING CONDITIONS:**

The Programming 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:**

The responsibilities will include physical demands such as lifting and carrying books and supplies for activities, events and external visits.

## **ENVIRONMENTAL DEMANDS:**

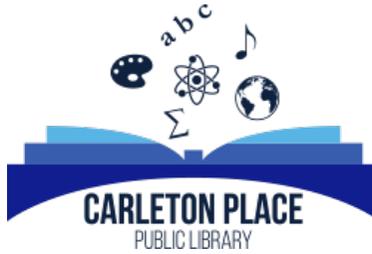
The Programming Assistant will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of the public and staff. The environment may be busy, noisy and the Programming Assistant may be required to respond to emergency/stressful situations.

## **SENSORY DEMANDS:**

The sensory demands will include the use of a computer, which may cause eyestrain and occasional headaches. The work environment may be noisy at times, especially immediately before, during, and after library programs.

## **MENTAL DEMANDS:**

The Programming Assistant may have to manage a number of request and tasks at one time and must be prepared to deal with deadlines and unplanned interruptions that are a result of external customers, etc. Organization, time and stress management skills will be needed to complete required tasks.



**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:**

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