



Library Assistant (Contract)

EMPLOYMENT OPPORTUNITY

The **Edwardsburgh Cardinal Public Library** is seeking an energetic, customer service oriented team player with good technical skills to work as a temporary **part-time Library Assistant** from November 1st 2017 to April 1st 2018, with possibility of extension. This position will work out of the Spencerville Branch for an average of 8 hours per week, including days, evenings and weekends, and will report to the Chief Executive Officer (CEO).

The Edwardsburgh Cardinal Public Library has 2 branches and believes in: providing information to the community where they need it, when they need it; building positive relationships and encouraging imagination to grow; programming to provide entertainment and recreation to the community; and meeting the technological changes of our future.

Position Summary:

The Library Assistant is responsible for providing circulation and reference services to members of the public and to complete select administrative services. Library Assistants work as part of a team to provide quality reference and reader's advisory service, assist with Children, Teen, Adult, and Senior Services, maintains certain areas of library resources and ensures the smooth operation of the branch in the absence of Branch Supervisors and CEO. NOTE: This is a temporary position for a minimum of 5 months, with the possibility for extension.

See job description for full list of duties and responsibilities.

Qualifications:

Education:

Ontario Secondary School Diploma or equivalent required

Library and Information Technician Diploma, EXEL certificate or equivalent preferred

Experience:

Minimum 1 year related experience in library or customer service

Skills:

Ability to perform multiple tasks simultaneously
Ability to work with precision and accuracy with minimal supervision
Good customer service and problem solving skills

Language:

English - oral, written, and reading fluency

Knowledge:

Trends in adult, children and teen literature in a variety of formats
Electronic references and resources offered by the Edwardsburgh Cardinal Public Library
Methods and techniques for proper sorting and shelving of library materials using alphabet and Dewey Decimal Classification System
Computer literacy: ability to use and teach various computer skills including, but not limited to, office programs (Word, Excel, Outlook, etc.), file storage and sharing, internet functions (email, social media, library website, e-resources, etc.) and library software (SirsiDynix, Enterprise, OverDrive, etc)
Methods and techniques for responding to patron inquiries, retrieving information, and dealing with patron complaints
Working knowledge of Occupational Health and Safety Legislation

Physical Requirements:

Standing, sitting, walking, bending, lifting and reaching materials on shelves
Pushing, pulling book carts
Climbing stairs
Frequent typing and staring at screens
Ability to lift and carry, and manoeuvre book carts up to 25 lbs.

Skills:

Ability to perform multiple tasks simultaneously
Ability to work with precision and accuracy with minimal supervision
Good customer service and problem solving skills

Requirements:

A valid social insurance number

Canadian citizenship, landed immigrant status or valid work permit

The library will require a current *Vulnerable Sector* Police record check from the successful applicant as a condition of employment.

To Apply:

Interested candidates are asked to submit a resume and cover letter indicating how they meet the qualifications of this position by **Monday, October 23rd**. You may drop off your application in-library at the Spencerville branch or apply via email to: alexine.marier@edcarlibrary.ca

Please identify the title of the position you are applying for in the subject line of your email.

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

The Edwardsburgh Cardinal Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact Alexine Marier at alexine.marier@edcarlibrary.ca.