



## TOWNSHIP OF UXBRIDGE PUBLIC LIBRARY

P.O. Box 279, 9 Toronto Street South  
Uxbridge, Ontario  
L9P 1P7

Tel: 905-852-9747

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### **Part-time Library Assistant Position Available**

**DATE:** July 18, 2024

**POSITION:** Library Assistant

Under the direction of the Library Manager, the Library Assistant performs daily circulation and information services in the Adult and Children's Departments. The successful candidate **MUST** be willing to work weekends and evenings on a regular basis.

**RATE OF PAY:** \$24.27 per hour

**APPLICATION CLOSING DATE:** August 16, 2024

Please apply with a cover letter and resume. **Resumes with cover letters can be dropped off at the library or emailed to: [corrinne.morrison@uxlib.com](mailto:corrinne.morrison@uxlib.com)**

#### **QUALIFICATIONS:**

- Grade 12 Diploma required. Graduate of Library and Information Technician Diploma or equivalent is beneficial.
- Proven experience providing exceptional customer service.
- Demonstrated ability in working effectively as a team member.
- Technical skills including knowledge of Libby, social media, Microsoft Word, Excel and Publisher an asset.
- Knowledge of an Integrated Library System (ILS), such as Insignia, would be very beneficial.
- Public library experience preferred.

#### **JOB DUTIES:**

This position includes but is not limited to the following responsibilities.

- The successful candidate(s) will be scheduled to work on both the Children's and Adult Circulation/Welcome Desks as needed.
- Providing excellent customer service to members of the public.
- Circulation services including, but not limited to, checking items in and out, shelving items, reserving and booking items for patrons.

- Providing information to the public and other staff in-person, by telephone and through digital services.
- Supporting patrons both in the library and remotely in accessing library services and resources.
- Supporting and promoting library programs and initiatives.
- Providing Reader's Advisory information and assisting patrons in finding materials that match the patron's reading, listening or viewing preferences.
- Assisting with collection maintenance through recommendations, selection and deselection as assigned.
- Complying with all procedures and requirements of the Occupational Health and Safety Act, Library Policies and other applicable legislation or regulations.

We thank all applicants for their interest, however, incomplete and/or late submissions (received after August 16, 2024) will not be accepted. Only those candidates selected for an interview will be contacted. References and a current police check will be required from the successful candidate.

The Uxbridge Public Library is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Library is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Uxbridge Public Library will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the *Ontario Human Rights Code*. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.