



## **Employment Opportunity**

### **Library Assistant- General**

We're looking for a part-time Library Assistant-General. This position will generally comprise of three shifts comprising 16 hours per week although additional hours will sometimes be scheduled. Candidates must be able to work a flexible schedule including evenings and Saturdays. The starting hourly rate is currently \$18.19 (under review). The anticipated start date for this position is June 28, 2024.

#### *Responsibilities:*

- Assists customers with technological questions and reference and readers' advisory questions and performs circulation duties when assigned to work at the service desk
- May be responsible for providing basic services in the children's department in the absence of the Children's Librarian
- May prepare materials for programs
- Performs other duties as required

#### *Skills and Qualifications:*

- Excellent oral and written communication skills
- Creativity, flexibility, dependability
- Ability to work independently and collaboratively
- Ability to learn new skills quickly
- Competent user of Insignia, the library's ILS
- Relevant post-secondary education
- Library experience is an asset
- A satisfactory criminal record check with vulnerable sector screening will be required.

#### *To apply:*

Please email a cover letter and resume to Amanda Foster, CEO/Chief Librarian ([afoster@smithsfallslibrary.ca](mailto:afoster@smithsfallslibrary.ca)) by June 20, 2024.

*Smiths Falls Public Library welcomes applications from people with disabilities. Accommodations are available upon request for candidates taking part in the selection process.*