



### **Library Assistant- Information Services**

We're looking for a part-time Library Assistant-Information Services who is knowledgeable about local history and possesses strong research skills. This position will usually be assigned two shifts per week for a total of 13 hours; additional hours are possible. Candidates must be able to work a flexible schedule including evenings and Saturdays. The starting hourly rate is \$25.73.

#### *Responsibilities:*

- Maintains and expands the Smiths Falls Digital Archive
- Assists library users in genealogical and local history research
- Responsible for coordination and cataloguing of the library's CELA resources
- Prepares monthly reports and statistics for the Chief Executive Officer
- Assists customers with technological questions and reference and readers' advisory questions when assigned to work at the service desk
- 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
- Relevant post-secondary education with a Library Technician diploma preferred
- 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)) before July 2, 2026.

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