**Employment Opportunity**

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

Summary: Reporting to the Library CEO, the incumbent will be responsible for working with the public and other library staff to provide a welcoming environment for library users and a wide range of library services. The typical weekly schedule for this position is Mondays 12pm to 8pm, Tuesdays 9:30am to 5:30pm, and Fridays 9:30am to 5:30pm, with Saturdays cycled between library staff. These hours are subject to change.

Job posting opening date: Tuesday, December 21, 2021  
Job posting closing date: **Friday, January 07, 2021, at 12:00pm**

**Hours:** This is a temporary part-time position. Up to 21 hours/week. Saturdays and evenings required.   
**Wage:** Band 3, Step 1 - $16.21/hour  
**Contract Term**: January 24, 2022 – June 30, 2022. Possibility of permanent status.

Position Requirements:

1. High School Diploma.
2. Ability to give friendly, helpful, and professional service to the public.
3. Ability to communicate effectively with patrons and staff.
4. Requires sound judgment, initiative, tact and courtesy, attention to detail, and the ability to work as a team with a small staff, adjusting to best meet the needs of library patrons.
5. 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.
6. 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.
7. The ability to learn the use of the Dewey classification system and other library procedures is required.

A detailed job description for this position can be accessed at [www.carletonplace.ca](http://www.carletonplacelibrary.ca)

To apply, send resume and cover letter detailing how you meet position qualifications, and quoting “Library 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.