



Permanent Part-Time Library Assistant II

The Grand Valley Public Library is looking for a person with strong customer service skills to join our team.

This position has a varying work schedule including days, evening and weekends (1 or 2 Saturdays & 2 Sundays per month). Availability to fill in when staff are ill or on holidays.

Application Deadline: June 2, 2023

Responsibilities Include:

- Performing circulation duties, registering borrowers, collecting fines.
- Shelving returned materials and shelf-reading/shelved collection when required;
- Providing reference service and guidance to the library users by interpreting their needs through a reference interview;
- Performing library opening or closing procedures.
- Assisting users with e-devices and computers.
- Other duties as required.

Qualifications:

Library Technician Diploma or one year of relevant work experience would be an asset. The applicant will need a broad knowledge of literature with the ability to provide reader's advisory. The applicant must have knowledge and understanding of automated library information systems and electronic information resources. Proficiency with Microsoft Office, strong oral communication skills, strong customer/public service focus are required. The applicant will need strong computer, internet knowledge including familiarity with apps and e-devices. Strong interpersonal skills are required. The applicant must have the ability to work independently and as part of a team.

Please submit a cover letter and resume:

Attention: Joanne Stevenson
Grand Valley Public Library
4 Amaranth St. E
Grand Valley, ON
L9W 5L2

email: jstevenson@townofgrandvalley.ca

We thank all applicants, and advise that only those selected for an interview will be contacted.

The Grand Valley Public Library is committed to providing accommodations for person with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If contacted for an employment opportunity, please advise the Library if you require accommodation.

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