



## 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 (Saturday & Sunday). Availability to fill in when staff are ill or on holidays.

**Application Deadline:** August 15, 2024

### Responsibilities Include:

- Providing proactive customer service including information, technology and circulation services.
- Shelving returned materials and shelf-reading/shelved collection when required.
- Providing reference service and guidance to the library users
- Performing library opening or closing procedures.
- Assisting users with e-devices and computers.
- Other duties as assigned.

### Qualifications:

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

### 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](mailto: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.

4 AMARANTH STREET E., GRAND VALLEY, ONTARIO L9W 5L2  
TEL: 519-928-5622  
JOANNE STEVENSON, C.E.O  
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