



NOTICE OF POSITION VACANCY AN OPENING EXISTS FOR:

POSITION: PART-TIME BRANCH ASSISTANT
LOCATION: GLENCOE

PAY RATE: \$29.26 start - \$34.21 job rate hourly
plus 4% vacation pay– no other benefits

HOURS OF WORK: Anticipated to be 10-15 regularly scheduled hours per week, up to a maximum of 25 hours per week.

NOTE: Additional hours may be required to attend staff meetings or training sessions.

EDUCATION

REQUIREMENTS: Minimum of a secondary school diploma

POSITION DESCRIPTION:

Please refer to the Job Description attached to this posting.

Your resume plus a letter indicating why you are interested in the position will be accepted by the undersigned up to:

12:00 noon on Monday, June 10th, 2024, **via email only** to librarian@middlesex.ca .

You will receive a return email acknowledging receipt. Following this, only applicants selected for an interview will be contacted.

Lindsay Brock
Director of Library Services/CEO
Middlesex County Library Board

Middlesex County is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Accessible formats or communication supports are available upon request. Please contact Lindsay Brock, Director of Library Services, 519-245-8237 x 4022.

Posted Monday, May 27th, 2024

CORPORATION OF THE COUNTY OF MIDDLESEX

POSITION DESCRIPTION

Title: Branch Assistant
Department: Library
Reports to: Supervisor – Large Branch Library Or CEO/County Librarian
Positions Supervised: 0
Effective Date: August 2005; Revised January 2014; Revised October 2019
Authorized: Director of Library Services

POSITION SUMMARY

Provides library services to patrons following established procedures and policies. These include: circulating library materials, assisting library patrons with their information needs, and participating in library programming.

PRINCIPAL RESPONSIBILITIES

1. Performs all public service library functions following established procedures and policies. These include: processing incoming and outgoing materials, circulation, patron registration, collecting overdue fines, providing information services and enhanced government information services, shelving, explaining policies and procedures, assisting patrons with locating materials or information in person, by phone and by email.
2. Provides technology support services for patrons in person, by phone and by email.
3. Plans, executes and evaluates programs as required.
4. Participates in library committees as directed.
5. Assists with collection maintenance as directed.
6. Assists in the promotion of library services and programs.
7. Resolves problems or refers issues appropriately.
8. Attends training sessions, workshops and meetings in order to remain current on the library services. This may require driving out of town and occasional overnight stays. A one week residential course may be required.
9. Works shifts including mornings, afternoons, evenings and Saturdays as required for branch open hours.
10. Performs others duties as required.

CONTACTS

Internal

Director of Library Services
Library Coordinators
Library Staff
Student Assistants

External

Library patrons
Community Groups
Volunteers

TOOLS AND EQUIPMENT

Computers, iPads/iPods, Android devices, eReaders, multi-function printers, makerspace technology, phone, fax, book carts

PHYSICAL REQUIREMENTS

Keyboarding, standing and walking to provide service to patrons, shelving – which requires bending, stretching – lifting up to 25 lbs (mail bags and boxes of books); shift work including evening and Saturdays.

MINIMUM QUALIFICATIONS

1. Secondary school graduation.
2. Ability to work independently
3. Wide ranging book knowledge and interest
4. Excellent communication skills for public service
5. Knowledge of branch library's community
6. Excellent computer and technology skills
7. Willingness to take on-going training
8. Driver's license and access to car as required
9. Physical ability to perform above duties

The incumbent may work alone or with another staff member.