



NOTICE OF POSITION VACANCY AN OPENING EXISTS FOR:

POSITION: TEMPORARY PART TIME BRANCH ASSISTANT
LOCATION: THORNDALE BRANCH

PAY RATE: Grade 3 \$32.25 start - \$37.73 job rate hourly
plus 4% vacation pay– no other benefits

HOURS OF WORK: Temporary part-time contract, anticipated to begin June 16 2025 and end November 29 2025. Anticipated to be 16-20 regularly scheduled hours per week, up to a maximum of 25 hours per week – includes daytime, evening and Saturday shifts.

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 Wednesday, May 28th, 2025, **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 Wednesday, May 14th, 2025



MIDDLESEX COUNTY POSITION DESCRIPTION

Title:	Branch Assistant
Department:	Library
Reports to:	Branch Supervisor and Director of Library Services/CEO
Positions Supervised:	N/A
Effective Date:	August 2005; January 2014; October 2019; April 2024
Authorized:	Director of Library Services/CEO

POSITION SUMMARY

Working under the direction of the Supervisor, the Branch Assistant provides a wide range of public service and support duties that promote a welcoming and inviting library environment and meet the strategic direction set forth by the Middlesex County Library Board.

PRIMARY DUTIES & 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. Assists with collection maintenance as directed.
5. Assists in the promotion of library services and programs.
6. Demonstrates a proactive approach to customer service and engages with patrons to enhance their overall experience.
7. Demonstrates effective use of the library's suite of digital resources and platforms – effectively instructing the public in the use of these resources and actively promoting them where appropriate.
8. Trouble-shooting and addressing problems with equipment and technology as needed.
9. Resolves problems or refers issues appropriately.
10. Participates in training sessions, workshops and meetings in order to develop and support knowledge, skills and abilities required to support library services.
11. Staying current with all Library programming, services and promotional materials (ie. frequently checking the library's website, social media accounts, etc).
12. Engaging with the community, representing the Library at events (ie. fairs, markets) or venues (ie. class visits).



13. Upholds the Library's code of conduct.
14. Complies with all Health & Safety policies, procedures and responsibilities.
15. Works shifts including mornings, afternoons, evenings and Saturdays as required for branch open hours.
16. Performs other 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. Demonstrated expertise in customer service.
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. Exhibits a learning and growth mindset / Demonstrated commitment to lifelong learning
8. Driver's license and access to reliable transportation as required
9. Physical ability to perform above duties

The incumbent may work alone or with another staff member.