



NOTICE OF POSITION VACANCY AN OPENING EXISTS FOR:

POSITION: PART-TIME BRANCH ASSISTANT
LOCATION: GLENCOE

PAY RATE: \$27.31 start - \$31.94 job rate (2022) hourly
plus 4% vacation pay– no other benefits

HOURS OF WORK: 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 Friday, May 20, 2022, **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, County Librarian, 519-245-8237 x 4022.

Posted Friday, May 5th, 2022

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
Authorized: County Librarian/CEO

POSITION SUMMARY

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

PRINCIPAL RESPONSIBILITIES

1. Performs all branch procedures following established procedures and policies. These include: delivering and picking up the mail at the local post office, circulation, borrowing registration, collecting overdue fines, shelving, answering the phone, assisting patrons with locating material or information.
2. Works shifts including mornings, afternoons, evenings and Saturdays as required for branch open hours.
3. Plans and delivers story time programs as required.
4. Participates in library committees as directed.
5. Selects books for branch exchange. This involves lifting, packing, unpacking and shelving several hundred pounds of books.
6. Attends regular staff meetings, assists with group visits and planning programs, including the summer reading program.
7. Refers problems and complaints to the Branch Supervisor.
8. Attends training sessions, workshops and meetings in order to remain current on library services. This may require driving out of town and occasional overnight stays. A one week residential course may be required.

CONTACTS

Internal

County Librarian
Library Services Manager
Library Staff – office and branch
Student Assistants

External

Library Patrons
Community Groups
Volunteers

TOOLS AND EQUIPMENT

Computers, printers, scanners, photocopier, 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 evenings 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 skills including searching the Internet
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.