



LIBRARY ASSISTANT - (Part-Time)

Posting Date: October 24, 2024

Position Description

When assigned to the service desks, this position is responsible for the provision of reader advisory, assisting library users in accessing the Library's print and electronic resources, circulation services and a range of other desk duties.

This position also provides assistance in the maintenance of collections, assistance in the provision of programs including the maintenance of inventory and supplies and assistance in the preparation of promotional and marketing materials. This position oversees the immediate operations of the branch at times when there are no other senior staff on duty.

Candidate requirements

A Bachelor Degree or Community College Library Technician Diploma is preferred or equivalent experience. You have one (1) year of public service experience with an emphasis on customer service skills. You have good verbal communication skills and knowledge of reference and reader advisory techniques. You are familiar with and have the ability to use a wide range of technology and electronic devices.

This is a part-time permanent, 24 hours per week, union position. The starting rate of pay is \$27.90 per hour and includes benefits and pension plans. A full job description is attached.

Interested candidates are asked to forward their resume and cover letter in confidence to atrudeau@fepl.ca before **Noon October 31, 2024**.