



LIBRARY ASSISTANT - Part-Time

Position Description

The position requires strong public service and interpersonal skills and the ability to work with a dedicated team of Library Staff. 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
- One year of public service experience with an emphasis on customer service skills.
- Knowledge of reference interview and reader advisory techniques
- A familiarity and ability to use a wide range of technology and electronic devices.
- A familiarity with the range and scope of information found in a public library.

This is a part-time permanent, 20 - 24 hours per week, union position. The starting rate of pay is \$27.90 per hour and includes benefits and pension plan. The successful candidate will be required to work at any of the Fort Erie Public Library locations on a varied schedule which includes evenings and Saturdays

Offers of employment will be conditional on the successful candidate providing at their own expense, a current, satisfactory criminal reference check prior to commencing employment. The Fort Erie Public Library only accepts electronic applications and does not process paper submissions. We sincerely appreciate the interest of all applicants. However, only those selected for further consideration will be contacted.

At the Fort Erie Public Library, we are committed to fostering a workforce that reflects the diverse community we serve. We strive to maintain an inclusive, anti-racist, and equitable workplace that promotes diversity, accessibility, and mutual respect. We encourage individuals from a variety of backgrounds, including people with disabilities, Indigenous, Black, and racialized communities, as well as individuals from diverse ethnic, cultural, gender, and sexual identities and expressions, to apply.

Interested candidates are asked to forward their resume and cover letter in confidence to mbrigantino@fepl.ca before **Noon Monday, January 20, 2025**.