

## **Library Assistant – Circulation**

Bonnechere Union Public Library, Eganville, ON

The Library Assistant - Circulation performs all functions associated with the service desk area, such as assisting patrons with printing, faxing, and photocopying, setting up library memberships, and answering reference questions. Whether answering reference questions over the phone, in person or over email, the circulations library assistant employs excellent customer service skills. The team member helps organize the collection by shelving material and shelf-reading and assists in the processing of catalogued items and mending of items from the collection. When needed, the library assistant supports the library programmer and may be responsible for opening or closing the library.

### **Qualifications, Education, Experience, and Skills Required:**

- High school diploma, required
- At least two years of experience working in a public library or service driven field, required
- Knowledge of the Dewey Decimal System, required
- Diploma in library studies, or in a related field, preferred
- Excellent interpersonal and oral and written communication skills
- Ability to work comfortably with children, parents, teachers, seniors, community members, and organizations
- Good organizational skills, including thoroughness, accuracy, attention to detail
- Strong computer skills, including: word processing; inputting and manipulating data in an automated library system; use of library automated system circulation and public catalogue functions.
- Strong problem-solving skills

**Employment type:** Part-time, one-year contract, with opportunity for renewal.

**Hours of work:** 12-15 hours/week. Weekdays, evenings, and some Saturdays as required.

**Hourly rate:** \$16.21 – \$17.35 per hour (rate dependent on education and experience).

Support for professional development offered.

**Application:** Applicants must submit their resume and cover letter (Word doc or PDF) to Nikolina Likarevic, [ceo@bonnechereupl.com](mailto:ceo@bonnechereupl.com) with the subject line “Circulation Application”.

The library thanks all applicants for their interest, however only those selected for an interview will be contacted.

*The Bonnechere Union Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA). If contacted regarding this competition, please advise Nikolina Likarevic, CEO ([ceo@bonnechereupl.com](mailto:ceo@bonnechereupl.com)) of accommodation measures you may require. Information received relating to accommodation needs of applicants will be addressed confidentially.*