



Employment Opportunity - Library Assistant 1

Under the direction of the Chief Librarian/Executive Officer, Library Assistants are responsible for providing circulation and reference services to members of the public and to complete select administrative services.

Hours will include evenings and weekends to a maximum of 0-15 hours per week.

The ideal candidate will possess the following key qualifications:

- Ontario Secondary School Diploma or equivalent
- Minimum of 1 year related experience in a Library or customer service
- Methods and techniques for proper sorting and shelving of library materials using alphabet and Dewey Decimal Classification System
- Computer literacy: ability to use and teach various computer skills including, but not limited to, office programs (Word, Excel, Outlook, etc.), file storage and sharing, internet functions (email, social media, library website, e-resources, etc.)

The rate of pay for this position is \$17.20 per hour.

A detailed job description for this position can be accessed by contacting the Library at 613-925-4340. Please submit your resume in-person or by email with cover letter by November 4th, 2024, to agillard@prescott.ca

Interviews are expected to be held during the week of November 18th, 2024.

We thank all applicants for their interest, but only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection. Accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process.