



UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Application Instructions

Thank you for your interest in the following casual positions at the Stormont, Dundas and Glengarry County Library.

Casual Support Assistant – Stormont Library Branches (1 Position - Casual as needed)
Dundas Library Branches (1 Position - Casual as needed)
Glengarry Library Branches (1 Position - Casual as needed)

This package contains the following documents:

1. Job Advertisement
2. Job Description
3. The Fillable Application Form – This form is a separate link in the job posting on our website and please note it is only compatible with Microsoft Word 2007 or later.

Please follow the instructions carefully:

1. Your application package **must** include:
 - a. a cover letter (1-page maximum); and
 - b. the completed application form.
2. E-mail your application package as one document in pdf format to jobs@sdgcounties.ca before the deadline indicated below. Please do not attach a copy of your resume.
3. Subject line of the e-mail must contain: **Casual Support Assistant**

Completed packages must be received by e-mail **no later than 12:00 noon, on Friday, May 24th, 2019.**

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.



Casual Support Assistant – SDG Library

The United Counties of Stormont, Dundas and Glengarry (SDG) is located along the St. Lawrence River in the south-eastern corner of Ontario. SDG is “Where Ontario Began”, and is rich in heritage, tradition, and culture with an abundance of historical sites, great events, and beautiful attractions. With a population of 65,000, SDG is primarily rural yet close to urban centres such as Cornwall, Ottawa, and Brockville.

The Stormont, Dundas and Glengarry County Library is responsible for providing public library services throughout SD&G. The SDG Library is currently accepting resumes for the following positions:

Casual Support Assistant – Stormont Library Branches (1 Position - Casual as needed)
Dundas Library Branches (1 Position - Casual as needed)
Glengarry Library Branches (1 Position - Casual as needed)

Reporting to the District Supervisor, the Casual Support Assistant provides public service library functions on an as needed basis in the SDG Library branches.

Duties include but are not limited to:

- Perform public service functions at designated locations on an as needed basis which includes circulation, reader's advisory and reference services.
- Shelve material and ensure the collection is maintained in a neat and organized fashion.
- Assist patrons with accessing Library services, the use of Library computers, and troubleshooting basic technology problems.
- Participate in programs, attend workshops and courses which foster professional or technical development where applicable and approved.
- Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.
- Keep accurate daily statistics and perform related duties as assigned.

Qualifications: Completed post-secondary education and/or combination of education and experience. Strong communication and organizational skills with attention to detail and accuracy. Ability to respond to any location within the call-in pool as required. Bilingualism (English and French) may be required in some communities. Library experience preferred.

Salary: \$21.19 to \$24.22 per hour

Schedule: Varying hours (as needed basis)

Interested and qualified candidates are invited to visit our website at www.sdgcounties.ca to obtain the complete instruction package on how to apply. Applications will be received by e-mail until 12:00 noon on Friday, May 24th, 2019. Please note, **we do not accept resumes.**

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.

POSITION DESCRIPTION

UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Title: Casual Support Assistant	Reports to: District Supervisor
Department: Library Services	Job Class: 1
Date Approved: February 19, 2008	Revised: June 2018

POSITION PROFILE:

The Casual Support Assistant provides public service library functions on an as needed basis in the SDG Library branches.

KEY DUTIES/RESPONSIBILITIES:

Perform public service functions at designated locations on an as needed basis which includes circulation, reader's advisory and reference services.

Shelve material and ensure the collection is maintained in a neat and organized fashion.

Assist patrons with accessing Library services, the use of Library computers, and troubleshooting basic technology problems.

Participate in programs, attend workshops and courses which foster professional or technical development where applicable and approved.

Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.

Keep accurate daily statistics and perform related duties as assigned.

WORK RELATIONSHIPS:

Report to the District Supervisor. Liaise with other Library staff, and the general public.

WORK DEMANDS/STRESSES:

Excellent adaptability and interpersonal skills to operate in an environment requiring efficient, timely and courteous delivery of service to patrons.

EDUCATION/EXPERIENCE/APTITUDES:

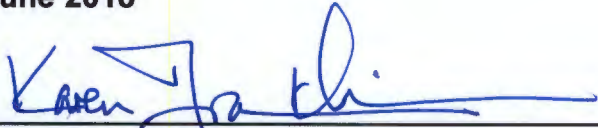
Completed post-secondary education and/or combination of education and experience. Strong communication and organizational skills with attention to detail and accuracy. Ability to respond to any location within the call-in pool as required. Bilingualism may be required in some communities. Library experience preferred.

SALARY RANGE & CLASSIFICATION

Non-union, casual part time position with varying hours per week depending on call-in. Annual salary Job Class 1 as per Salary Grid.

Note: *This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.*

June 2018



Karen Franklin
Director of Library Services



Timothy J. Simpson
Chief Administrative Officer