



UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Application Instructions

Thank you for your interest in the following part-time position at the Stormont, Dundas and Glengarry County Library.

LIBRARY SERVICES ASSISTANT – WILLIAMSTOWN BRANCH (AVERAGE 17 HOURS/WEEK)

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: **Library Services Assistant (Williamstown)**

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.



Library Services Assistant – Williamstown Branch

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. Reporting to the District Supervisor, the Library Services Assistant’s duties include but are not limited to:

- Perform public service functions in the SDG Library branches which include circulation , reader's advisory, reference services and program, planning and execution at designated locations.
- 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 technological problems. Organize and conduct class visits and may participate in community outreach initiatives.
- Participate in programs, attend workshops and courses which foster professional or technical development where applicable and approved.
- Keep accurate daily statistics.
- Follow all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.
- Perform other 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. Library experience preferred.

Salary: \$23.70 to \$27.09 per hour

Schedule: Average 17 hours/week, which could vary and will include some evenings and Saturdays.

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: Library Services Assistant	Reports to: District Supervisor
Department: Library Services	Job Class: 2
Date Approved: February 19, 2008	Revised: June 2018

POSITION PROFILE:

The Library Services Assistant provides public service library functions in the SDG Library Branches.

KEY DUTIES/RESPONSIBILITIES/ACTIVITIES

Perform public service functions in the SDG Library branches which include circulation, reader's advisory, reference services and program, planning and execution at designated locations.

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 technological problems. Organize and conduct class visits and may participate in community outreach initiatives.

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

Keep accurate daily statistics.

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

Perform other 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

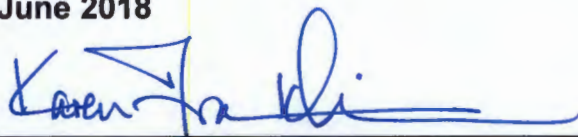
Completed post-secondary education and/or combination of education and experience. Strong communication and organizational skills. Attention to detail and accuracy. Bilingualism may be required in some communities. Library experience preferred.

SALARY RANGE & CLASSIFICATION

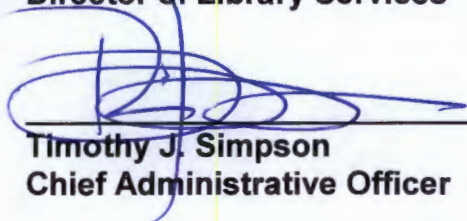
Non-union, permanent part time position with varying hours per week, depending on the branch. Annual salary Job Class 2 as per Salary Grid.

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