



AUGUSTA TOWNSHIP PUBLIC LIBRARY

Enhancing our community through Learning, Leisure and Literacy

Augusta Township Public Library is looking for a permanent part-time Library Clerk. Reporting to the Library CEO, the Library Clerk is responsible for completing various tasks for the Library.

QUALIFICATIONS AND DUTIES:

- Secondary school diploma or equivalent
- Good computer and internet skills
- Working knowledge of social media platforms
- Good communication and interpersonal skills
- Good time management and organizational skills

Duties and responsibilities of the Library Clerk include:

- Check materials in and out, register new patrons.
- Maintain patron confidentiality at all times
- Calculate and collect fines, copier costs etc.
- Answer questions related to the collection
- Assist with proper patron use of computers
- Make photocopies and send faxes for patrons
- Assist with requests by the public
- Shelve books and read shelves
- Assist with weeding and deletion of library materials, assist with inventory
- Assist with volunteer supervision
- Ensure the safe operation of the library building and property
- Perform social media updates and maintenance
- Assist with library programming

WORKING CONDITIONS AND ENVIRONMENT

10 Hours per week. The successful candidate MUST be available to work evenings and Saturdays, and occasional extra hours for illness and vacation coverage. This position requires working alone.

Interested applicants are invited to send a detailed resume and cover letter by no later than 4:00 p.m. January 31, 2022 to: Augusta Township Public Library 4500 County Road 15 Brockville ON K6V 5T2 Attention: Angie Knights/CEO Head Librarian Email: augusta@augustalibrary.com

Pay band - \$19.20 to \$20.54/hour as per OPSEU Collective Agreement. Augusta Township Public Library is an equal opportunity employer. We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. Accommodations for applicants with disabilities will be provided upon request. Applicant information is collected under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used only for candidate selection. Successful applicant shall provide a criminal check.