



McKellar Township Public Library  
701 Highway #124  
McKellar, Ontario  
POG 1C0  
705 389-2611

## **Job Posting: McKellar Township Public Library**

**Position Title:** Assistant Librarian Permanent part-time. Approximately 10 - 15 hours/week.

**Application Deadline:** Thursday March 6<sup>th</sup>, 2025 by 4 pm **Starting Date:** Tuesday March 25<sup>th</sup>, 2025

**Starting Salary Range:** Starting at a minimum of \$19.00 per hour depending on qualifications and experience.

**Reporting Relationship:** The Assistant Librarian reports directly to the Head Librarian/CEO

**Purpose of position:** The Assistant Librarian will provide a range of front-line public service and support duties, promoting a welcoming and inviting library environment. Responsible for delivering services that meet the strategic direction set forth by the McKellar Township Public Library Board under the direction of the CEO/Head Librarian.

### **Responsibilities include...**

**Functional:** Supervises the services, operations and staff of the library under the direction of the Head Librarian/CEO.

**Human Resources:** The Assistant Librarian provides leadership and guidance to the library assistant and the library volunteers through supervision.

**Material Resources:** Responsible for basic library operations including circulation/shelving of library materials.

Responsible for routine maintenance of equipment, software and Wifi and maintains competency with current information technologies as appropriate for small libraries.

Responsible for the general organization and upkeep of the library to ensure safety, efficiency and usefulness of the library upholding our library policies.

Responsible, with assistance from Head Librarian as required, for cataloguing.

Responsible, with assistance from other staff as required, for processing interlibrary loan requests on the interlibrary loan database.

Responsible for adult and children's services and programmes and community outreach.

External:

Establishes and maintains partnerships with other organizations to encourage community outreach.

Willing to take online workshops and courses as necessary.

Physical:

Some lifting required, shelving of books, maintenance of computer network.

Some setting up of tables and chairs for events.

Mental:

Meet deadlines with interruptions by staff and the public.

Interacts in a calm manner to assist patrons with use of library equipment and materials.

Website and Social Media:

Responsible, with assistance from other staff as required, for updating Facebook and other social media accounts.

Responsible, with assistance from other staff as required, for updating the library's webpage.

### **Working Conditions:**

General office working conditions.

### **Qualifications:**

High School Diploma, Library Technology Diploma or equivalent in library experience or training. Willingness to upgrade qualifications. Experience with Workflows, Word, Mac, Excel is preferred. Experience supervising staff. Excellent oral and written communication skills, including report writing. Excellent interpersonal skills. The successful candidate will provide a 'Vulnerable Sector Check'.

Please submit your detailed resume outlining your relevant experience and qualifications **in confidence** to: Lynne Campbell c/o McKellar Township Public Library P.O. Box 10, 701 Hwy 124, McKellar, Ontario P0G 1C0.

We thank all those who apply. We will only contact the applicants selected for an interview.