



Kingston Frontenac Public Library

Library Assistant - Branch Operations (Rural Branches – Cloyne and Plevna)

Part-Time, Temporary (July – December 2020), Unionized

The Kingston Frontenac Public Library has an opening for the position of Library Assistant (Branch Operations) at the Cloyne and Plevna Branches – part-time, temporary (July – December 2020), unionized. The hours of work for this position are listed in the table below. There may also be opportunities to work additional hours on a casual, call-in basis.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	2-4 & 5-7 (Plevna)	5-8 (Cloyne)		12-4 (Cloyne)	10-1 (Plevna)

The successful candidate will perform a variety of tasks that assist in providing library services to the community, with an emphasis on circulation duties.

Qualifications required:

- Two year college diploma or equivalent, with an emphasis on technology. Library and Information Technician diploma preferred.
- 1-2 years' experience in a relevant position.
- Excellent customer service and de-escalation skills, tact, resourcefulness, and flexibility, as well as a passion for library service.
- Working knowledge of computers and devices (e.g. printers, tablets, e-readers), and commonly used software such as Microsoft Office; Internet Explorer; Windows; and be comfortable with using KFPL's digital collections and services (e.g. Overdrive), social networking applications and email applications (e.g. Gmail).

Wages: \$25.05 - \$27.46 per hour (plus 4% vacation pay and 14% in lieu of benefits)

Please submit a resume and cover letter before **4:30 PM, Friday, July 10, 2020** to:

Amy Rundle, Administrative Assistant
Kingston Frontenac Public Library
130 Johnson Street, Kingston ON K7L 1X8
E-mail: jobs@kfpl.ca

Pursuant to AODA requirements, accommodations for disabilities are available to job applicants who are invited to participate in an interview and who request individual accommodation during the recruitment process.

The successful candidate, to whom an employment offer has been made, shall be required to provide a current CRC (Criminal Record Check), including Vulnerable Sector, at his or her own expense as a condition of employment.

Thank you for your interest in the Kingston Frontenac Public Library. We appreciate all applications received; however, only those invited for an interview will be contacted. Visit us at www.kfpl.ca