



September 25, 2017

External Posting

ST. THOMAS PUBLIC LIBRARY

has an opening for
Temporary Part-Time Library Assistant 1 in the
Children's and Teens' Services Department and
Adult Services Department

Job Summary: Under the direction of the Manager, Customer Engagement and functional direction of the Library Services Coordinators, provides reference and readers' advisory services, assists with program planning and coordination, information needs of users and encourages the use of the library's services within the community.

Hours of Work: Hours as Needed - including days, evenings and Saturdays in Children's and Teens' Services, and Adult Services. Additional hours may also be required, occasionally on short notice, during illness or vacation.

Wage Rate: \$23.06 - \$28.85 per hour

Qualifications: A B.A. or B.Sc. Degree from a recognized university. Skills should include an interest in reading and a knowledge of materials suitable for the clients being served. Proficiency with computers, experience in Internet searching, effective oral and written communication skills and the ability to meet the public with courtesy and tact.

Detailed job posting available on website at www.stthomaspubliclibrary.ca.

Applications to be submitted to the CEO by 5 p.m. October 9th, 2017 quoting Posting Number LA201702.

Email: stpl@stthomaspubliclibrary.ca WITH LA201702 AS THE SUBJECT LINE. PLEASE ONLY EMAIL IN PDF FORMAT.

**Mail: St. Thomas Public Library, 153 Curtis St., St. Thomas, ON N5P 3Z7
Fax: 519-631-1987**

Accommodations for job applicants with disabilities are available on request.

We thank all applicants, however only those selected for an interview will be contacted.

***PLEASE NOTE: FAILURE TO INCLUDE THE JOB POSTING NUMBER LA201702 MAY INVALIDATE YOUR SUBMISSION.**