

EMPLOYMENT OPPORTUNITY

BRANCH LIBRARY ASSISTANT

The County of Lennox & Addington Information Services department is seeking applications for the position of Branch Library Assistant at the Napanee Branch Library, the largest branch in the County's ten branch library system and one of the County's two resource libraries.

Reporting directly to the Napanee Branch Library Supervisor, the Library Assistant assists in maintaining the effective operation of the branch library and carries out duties as directed by the Branch Supervisor.

DUTIES:

- Provision of excellent customer service, including circulation and readers' advisory assistance
- Assisting patrons with reference/research work, including the use of electronic databases
- General computer use assistance to patrons
- Collection maintenance including shelf order, basic book repair, and collection rotation
- Processing of interlibrary loan requests
- Maintenance of book displays
- Assisting Supervisor with data entry and statistics gathering
- Development and delivery of programs for children and adults as directed by the Library Supervisor

QUALIFICATIONS:

- Post secondary education (library specialization an asset)
- Relevant library experience
- Excellent knowledge of library resources and technologies
- Demonstrated reference/research skills
- Demonstrated excellence in customer service
- Excellent communication (verbal & written); organizational; and interpersonal skills

COMPENSATION:

Branch Library Assistant is a full-time position (35 hours per week) including rotating shifts of day and evening work as well as regular Saturday shifts. The salary is \$38,165 to \$44,899 per annum, with a comprehensive benefits package.

Please forward a detailed resume and covering letter by 4:30 p.m. on Friday November 6th, 2009 to:



Human Resources
County of Lennox & Addington
97 Thomas Street East,
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