

ST. CATHARINES PUBLIC LIBRARY JOB POSTING

POSITION: CUSTOMER SERVICE ASSISTANT (PART-TIME)

DEPARTMENT: PROGRAMMING & PROMOTION

JOB SUMMARY: This position reports to the Manager Programming & Promotion and functions as part of the Programming & Promotion team providing and supporting program planning and implementation, information and reference services, reader's advisory, circulation and digital assistance. Working as part of a collaborative team environment, will work towards achieving the strategic goals of SCPL through customer service & access, programming & outreach, and teamwork.

DUTIES AND RESPONSIBILITIES:

For the Customer Service Assistant Job Description, please visit myscpl.ca/jobs.

QUALIFICATIONS:

1. Library Technician Diploma or degree or equivalent;
2. Minimum 1 years' experience working in a public library or program planning and delivery and/or customer service;
3. Excellent interpersonal and communication skills;
4. Proficient using Technology to work and provide assistance to others, including electronic resources, devices, Microsoft Office, etc.

HOURS OF WORK: Not more than 48 hours per 2 week pay period, weekdays, evenings, and weekends (including Sundays) as required.

HOURLY RATE: \$22.725 - \$26.590 per hour (Pay Group 5, January 2021 PT schedule)

APPLICATION

DEADLINE: 5:00 pm, Sunday, February 5, 2023

**PLEASE SUBMIT
APPLICATION TO:**

Human Resources
St. Catharines Public Library
54 Church Street
St. Catharines, Ontario L2R 7K2
Email: hr@myscpl.ca

Only candidates selected for an interview will be contacted

St. Catharines Public Library is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. COVID-19 vaccines are a requirement of the job unless you have an exemption on a medical or other protected ground pursuant to the Ontario Human Rights Code (OHRC). We will accommodate the needs of applicants under the OHRC and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please advise the CEO to ensure your accessibility needs are accommodated throughout this process.

Posted: January 26, 2023

Remove: February 5, 2023