



## **JOB OPPORTUNITY**

**Library Part-Time (6 hours per week)**

### **JOB DESCRIPTION / RESPONSIBILITIES**

- Open and closing of library
  - Maintain petty cash
  - Maintain daily statistics
- Reference and Reader's Advisory
  - Circulation of materials
  - Shelving of materials
- Cataloguing and processing of new materials
  - Interlibrary loans using online system
- Maintain library computers and equipment and assist patrons in use of computers
  - Public relations and customer service, In-library, online & via telephone
  - Salary: Minimum Wage

### **EDUCATION / EXPERIENCE**

- Secondary School Diploma
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and the Internet.
  - Experience conducting research on the internet and through other resources.
    - Excellent oral and written communication skills.
  - Must be self-directed and able to work as part of a multi-disciplinary team
- Developed interpersonal skills and the ability to effectively work with the general public, management and employees.
  - Relevant life experience, skills, ability, and education will also be considered

### **APPLICATION SUBMISSION**

Deadline for applications Friday, October 30, 2020 at 2:00pm.

Interested applicants may submit their resume, cover letter and two references to:

Gwendlyn Goulet

Spanish Public Library, 8 Trunk Road

Spanish, ON POP 2A0

Phone/Fax: 705-844-2555, Email: [library@townofspanish.com](mailto:library@townofspanish.com)