



JOB POSTING #149-20CCS ELGIN COUNTY LIBRARY

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| DATE OF POSTING: | October 7, 2020 |
| POSITION: | (1) Part-time Library Assistant |
| EFFECTIVE: | November 2, 2020 |
| POSITION SUMMARY: | Carries out a variety of functions in the day-to-day operation within the County Library system. |
| SALARY: | \$19.47 to \$23.73 per hour |
| QUALIFICATIONS: | Post secondary training or experience in a library setting preferred. Proficiency in computer use and knowledge of general software programs such as MS Office and internet browsers. |
| HOURS: | As scheduled by the Employer. Hours generally to be worked at the Port Stanley and Shedden Library Branches. Must be availability for on call shifts at all branches when required. The hours of work to be determined by the Supervisor. |
| CLOSING DATE: | Friday, October 16, 2020 at 4:30 p.m. |

Please email your resume and cover letter in one document to jobs@elgin.ca. Job Posting # must be in the subject line of your email.

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Cc: Unit Chairperson, All Library Branches