



New Tecumseth Public Library

Job Posting for Library Assistant I (LA I) – Seven positions: Please be advised that as per Article 11 of the Collective Agreement the position(s) of Library Assistant I (LA I) will be posted internally for a period of seven days, after which the position will be posted externally either as a newspaper advertisement or through a process of selection from resumes on file. Thank you for your attention.

JOB POSTING

HOURS IN: MEMORIAL BRANCH, ALLISTON
D.A. JONES BRANCH, BEETON and
TOTTENHAM BRANCH, TOTTENHAM

POSITION: LIBRARY ASSISTANT LEVEL 1 – (PAGE)

STARTING: Week of August 9th, 2010

HOURS: *Vary, but are usually after 4 pm through the week and on Saturdays. Successful candidates may be required to work at any of our three branch locations as needed; therefore, transportation to the other branch locations would be an asset.*

WAGES: Current starting salary: \$10.25 (minimum wage)/ hour

TYPICAL DUTIES

- checking library materials in and out
- shelving library materials and re-organizing shelves
- collecting fines
- carrying books
- may assist with special projects & children's programs
- other related duties

REQUIREMENTS

- must be 16 years of age or older
- good communication skills, pleasant telephone manner
- cheerful, friendly, must ENJOY serving the public
- ability to sort alphabetically & numerically ESSENTIAL
- good math skills
- keyboarding skills, basic knowledge of computers

Apply in Writing to: Mark C. Gagnon, CEO
P.O. Box 399
17 Victoria St. E.
Alliston, Ontario
L9R 1V6

Or via email at: mgagnon@ntpl.ca

NO LATER THAN: 5PM Wednesday, July 30th, 2010