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Centre Hastings (Madoc) Public Library

Employment Opportunity

Posting date: December 21st, 2023

Closing date: January 14th, 2024

Job Title: Library Clerk/Archive Assistant

Position description:

The employee who holds this position will perform public service at the circulation desk, create and implement library programs, provide one-on-one computer training, assist CEO and Assistant Librarian with other duties (shelf organization, overdues, etc.), and fill-in for other staff members who are on holidays or ill. The position will also include organization of archival material and assisting patrons to locate information within the collection.

Mandatory Requirements:

- Excellent written and verbal communication skills
- Ability to work well with others, and also self-motivate and work independently
- Strong time management skills, flexibility, and ability to multi-task and prioritize
- Excellent customer service skills – personable and friendly
- Strong clerical and organizational skills, and attention to detail
- Strong knowledge of computers and common software (Word, EXCEL, email programs, social media etc.)
- Strong troubleshooting and problem solving skills
- Ability to pass a Vulnerable Sector police background check
- Ability to accept and adapt to change
- High School Graduate – some post-secondary education preferred
- Ability to work varied shifts, including evenings and Saturdays

Eligibility:

This position is open to all applicants that meet the mandatory requirements. Library experience is preferred, but not required. Must enjoy working with people of all ages and abilities, from all walks of life. A passion for local history preservation, and prior Accessibility and Health and Safety training is an asset.

Compensation:

This is a permanent part-time position of 12 hours per week with a rate of pay of \$25.84 to \$26.74 per hour.

Please forward resume and cover letter by December 29th, at 3pm to:

Tammie Adams

CEO/Librarian

ceo@madocpubliclibrary.ca

or drop off in person at 20 Davidson St., Madoc, Ontario

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Centre Hastings Public Library is an Equal Opportunity Employer. Accommodation will be provided in all parts of the hiring process as required. Applicants are asked to make their needs known in advance.