



JOB POSTING #70-18CCS

ELGIN COUNTY LIBRARY

DATE OF POSTING: May 8, 2018

POSITION: (1) Part-time Library Assistant

EFFECTIVE: June 2, 2018

POSITION SUMMARY: Carries out a variety of functions in the day-to-day operation within the County Library system.

SALARY: \$19.47 - \$22.82 per hour plus 10% in lieu of benefits

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, Southwold Township, and Shedden branches.
Availability for on call shifts at all branches required.
Hours of work to be determined by Supervisor.

CLOSING DATE: **Thursday, May 17, 2018 at 4:30 pm**

APPLICATIONS: To be considered, please submit your resume including cover letter via email to jobs@elgin.ca.

Job Posting number must be indicated in the subject line of your email. Incorrect information may result in the withdrawal of your application. Confirmation will be sent upon receipt of your email application.

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