



Kingston Frontenac Public Library
Library Assistant (Branch Operations) Relief (On-call, as needed)
Central Frontenac and North Frontenac branches

The Kingston Frontenac Public Library has an opening for the position of Relief Library Assistant at the Arden, Mountain Grove, Parham, Sharbot Lake, Cloyne and Plevna branches. The successful candidate will perform a variety of tasks that assist in providing library services to the community, with an emphasis on circulation duties.

The successful candidate must be available to work daytime, evenings and weekends. This position is on an on-call, as-needed basis throughout the year.

Qualifications required:

- Two year college diploma or equivalent, with an emphasis on technology. Library and Information Technician diploma preferred.
- 1-2 years' experience in a relevant position.
- Excellent customer service skills, tact, resourcefulness, and flexibility, as well as a passion for library service.
- Working knowledge of computers and devices (e.g. printers, tablets, e-readers), and commonly used software such as Microsoft Office; Internet Explorer; Windows; and be comfortable with using KFPL's digital collections and services (e.g. Overdrive), social networking applications and email applications (e.g. Gmail).
- Library experience is an asset.

Wages: \$23.96 - \$26.26 per hour (plus 4% vacation pay and 14% in lieu of benefits)

Please submit a resume and cover letter before 4:30 PM, **Thursday, May 25, 2017** to:

Mary Glenn, Administrative Assistant
Kingston Frontenac Public Library
18 St. Remy Place, Kingston ON K7K 6C4
Fax: 613-549-8476 E-mail: jobs@kfpl.ca

Pursuant to AODA requirements, accommodations for disabilities are available to job applicants who are invited to participate in an interview and who request individual accommodation during the recruitment process.

The successful candidate, to whom an employment offer has been made, shall be required to provide a current CRC (Criminal Record Check) at his or her own expense as a condition of employment.

Thank you for your interest in the Kingston Frontenac Public Library. We appreciate all applications received; however, only those invited for an interview will be contacted. Visit us at www.kfpl.ca