



## Job Posting | Library Assistant

**Type:** Part-time/Permanent

**Salary:** 23.39 per hour

**Hours of work:** Up to 11 hours per week (flexible day, Saturdays, evening to 6PM)

**Department:** Library

**Job Summary:** Under the direction of the Library CEO, the Library Assistant is responsible for providing excellent service to library patrons through a variety of duties including circulation, readers' advisory, interlibrary loans, cataloguing, active programming and outreach, and other tasks as required.

### Qualifications:

- Valid class G driver's license
- Minimum 12-months related experience in a customer service setting
- Post-secondary education in a related field or equivalent work experience is preferred
- Successful completion of an Ontario Secondary School Diploma
- Strong organizational ability
- Customer service acumen
- Ability to work independently as well as part of a team
- Strong computer and information literacy
- Ability to troubleshoot and problem solve
- Excellent oral and written communication skills
- Exceptional attention to detail
- Ability to prioritize tasks
- Time management skills

Resumes will be received in confidence until no later than **April 15th, 2026, at 4:00PM**. Please submit your resume and cover letter to Maggie Pearson, CEO of the Douro-Dummer Public Library at [mpearson@dourodummer.ca](mailto:mpearson@dourodummer.ca)

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

*We are committed to fostering an inclusive and accessible workplace. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA), accommodations are available for applicants with disabilities throughout the recruitment and selection process.*

*If you require accommodation during any stage of the hiring process, please inform us and we will work with you to meet your accessibility needs.*

*Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.*