

Public Services Clerk, Permanent part-time

Cornwall Public Library is currently seeking an energetic, organized, and reliable full-time clerk that can function as part of a team or independently. Reporting to the Public Services Manager and under the supervision of the Public Services Supervisor, the full-time clerk performs circulation duties, answers patron inquiries, and is a knowledgeable source regarding the library's resources and public activities. The full-time clerk also assists with library services including e-media, e-resources, interlibrary loan, printing services, scanning, faxing, and more. Light technology troubleshooting and basic computer help is performed on an "as-needed" basis. The role has opening and closing duties, including handling cash. Pleasant, personable communication with colleagues and patrons is required.

This is a permanent part-time position working approx. 18 hours a week.

Who we are looking for:

- You understand and value the idea of the Library as a community hub and gathering place to learn and exchange ideas in a physical and virtual environment;
- You are organized, detail-oriented and a self-starter who can work independently and collaboratively;
- You are comfortable with using technology and are able to apply your knowledge to perform basic troubleshooting for issues on an as needed basis;
- You engage well with others and are dedicated to providing an exemplary customer experience.

POSITION REQUIREMENTS

Canadian High School graduation diploma or equivalent.

Bilingualism (English and French) is an asset.

Knowledge of Microsoft Office Suite.

Superior customer service and interpersonal skills.

Ability to show initiative and take direction from others.

Organized, ability to multi-task.

Starting salary: \$24.20 (Clerk IV CUPE Salary Grid) per hour plus 13% in lieu of benefits

Start date: February 26th, 2024.

Please send your resume and cover letter by February 15, 2024, to:

Lise Babcock
Cornwall Public Library, PO Box 939,
Cornwall, ON K6H 5V1
lbabcock@library.cornwall.on.ca

The Cornwall Public Library Board is committed to reflecting the diversity of the community we serve and encourage qualified candidates of all backgrounds and abilities to apply. Accommodation will be provided in all parts of the hiring process as required. Applicants need to make their needs known in advance.

We thank all applicants for their interest, however, only those selected for interviews will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.