



***** EMPLOYMENT OPPORTUNITY *****

Mississippi Mills Public Library

**Library Assistant/Technology Assistant - 12 to 18 month contract
27-29 hours a week plus on-call shifts
\$24.36 to \$29.95 per hour**

Located less than 30 minutes from Ottawa, Mississippi Mills is a growing, vibrant, cultural community. The Mississippi Mills Public Library serves over 14,000 residents through two branches in Almonte and Pakenham.

DUTIES AND RESPONSIBILITIES:

- Assume primary and back-up responsibility for circulation desk activities.
- Provide reference and reader's advisory services to patrons.
- One-on-one computer tutorials with library patrons.
- Contribute to website development and other communication tools.
- Manage the Memory Lab at the Pakenham branch.
- Troubleshoot technology issues and manage computer updates.
- Process interlibrary loan material.
- Other duties as assigned.

EDUCATIONAL REQUIREMENTS:

- An Ontario Secondary School Diploma.
- Post-secondary education in Library Technology or computers and technology considered an asset.

SKILLS AND COMPETENCIES:

- Experience in a public service setting, preferably in a public library environment.
- Strong planning and organizational skills with the ability to multitask on a daily basis.
- Effective written and oral communication skills.
- Strong interpersonal skills.
- Working knowledge of MARC records, online cataloguing resources, ILS systems, interlibrary loan and Microsoft Office.
- Strong customer service and public relations skills.
- Valid Driver's Licence (class G).

Interested candidates are invited to submit a resume and covering letter no later than **5pm on Friday, February 9, 2024**. We would like to thank all who apply, but only those applicants selected for an interview will be contacted.

Christine Row, CEO/Chief Librarian
Box 820, 155 High St., Almonte. K0A 1A0
613-256-1037
crow@mississippimills.ca

Information collected will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* for the purpose of job selection. If you require this document or any additional documents in an alternative format, please contact us at 613-256-1037. Should you require any special accommodations in order to apply or interview for a position with the Mississippi Mills Public Library, we will endeavor to make such accommodations.