

# THE CORPORATION OF THE COUNTY OF WELLINGTON

Wellington County Library

Arthur Branch

Requires a

**Casual  
Library Page**

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The Library Page is accountable to the Branch Supervisor for shelving library material and keeping the shelves clean and organized, as well as referring the public to the appropriate library staff for assistance with their library needs. This position works approximately 14 hours bi-weekly, which includes evening and weekend shifts. Flexibility is required to cover additional hours as needed.

**The minimum qualifications for this position include:**

- Minimum completion of Grade nine.
- Up to one month of paid or volunteer experience.
- Enjoy reading and able to follow directions and work independently.
- Detail oriented and able to work at routine tasks.

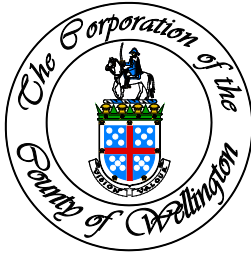
**This position offers an hourly range of: \$15.47 to \$18.08 (2019 Non-Union Compensation Grid).**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #024-19 by Friday, February 22 at 4:00 pm.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Library Page	<b>Reports to:</b> Branch Supervisor
<b>Department:</b> Library	<b>Positions Supervised:</b> 0
<b>Effective:</b> June 2003	<b>Revised:</b> November 2018

### **BASIC FUNCTION:**

The Library Page is accountable to the Branch Supervisor for shelving library material and keeping the shelves clean and organized, as well as referring the public to the appropriate library staff for assistance with their library needs.

### **PRINCIPAL RESPONSIBILITIES:**

- Shelf library material.
- Shelf-reading to ensure books and materials are in proper order.
- Refer patrons to the appropriate library staff for assistance.
- Assist with other library work and special projects as needed.

### **PROBLEM SOLVING RESPONSIBILITIES:**

- Shelving materials and shelf reading; guiding patrons to appropriate staff.

### **CONTACTS:**

Internal: Library staff

External: The public

### **MINIMUM QUALIFICATIONS:**

- Minimum completion of Grade nine.
- Up to one month of paid or volunteer experience.
- Enjoy reading and able to follow directions and work independently.
- Detail oriented and able to work at routine tasks.