



# THE CORPORATION OF THE COUNTY OF WELLINGTON

Wellington County Library

Aboyne Branch

Requires a

**Casual**

**Assistant Branch Supervisor**

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This position reports to the Branch Supervisor and is responsible for assisting in the day-to-day operations of the Library Branch. Duties include, but are not limited to, working at the circulation desk, providing reference and reader's advisory, planning and delivering children's programmes, shelving library materials and assisting with all other branch activities as required.

This position works approximately 40 hours biweekly, which includes day, evening and weekend shifts. Flexibility is required to cover additional hours as needed.

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

- Two year college diploma in Library Techniques.
- Minimum one year of experience or equivalent in a public library setting.
- Strong computer and Internet skills.
- Strong organizational and communication skills with emphasis on flexibility.
- Experience planning and delivering library programmes.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

**This position offers an hourly range of: \$25.41 - \$29.72 (2021 Non Union Compensation Grid).**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #218-21** by **Thursday, December 9 at 4:00pm.**

**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.

