

# THE CORPORATION OF THE COUNTY OF WELLINGTON

Library Department  
Rockwood Branch  
Requires a  
**Casual Library Page**

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 17 hours bi-weekly. Hours of work include some day, evening and weekend shifts.

### The minimum qualifications for this position include:

- Minimum completion of Grade nine.
- Work or volunteer experience in a library setting preferred.
- Enjoy reading and able to follow directions and work independently.
- Detail oriented and able to work at routine tasks.
- 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.

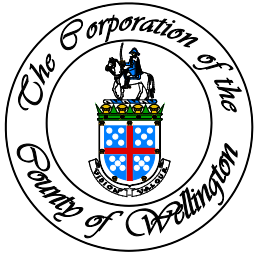
**This position offers an hourly range: \$16.39 – \$19.15 (2022 Non Union Compensation Grid).**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #358-22 by Friday, October 7, 2022 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 2020

### **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.
- Work or volunteer experience in a library setting preferred.
- Enjoy reading and able to follow directions and work independently.
- Detail oriented and able to work at routine tasks.

**CONTACTS:**

Internal: Staff at all levels

External:

- Library clientele including children and parents
- County library and municipal staff
- Various area municipalities, school boards, community groups, general public

**MINIMUM QUALIFICATIONS:**

- 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