

BRANCH LIBRARIAN

BRIEF JOB DESCRIPTION

- Laurentian Hills is a rural library in Renfrew County, serving a population of approximately 2960. It has 2 very small branches which act as social interaction points as well as resource centres in the community.
- The Branch Librarian reports to the Head Librarian/CEO and has general responsibilities over the operations of the branch library dealing personally with all the daily tasks necessary to run the library i.e. Circulation, cataloguing, selection (Books, DVD's, etc.), patron inquiry, programs, branch operations, outreach and overseeing the volunteer helpers.
- The preferred candidate will hold formal library education; a Library Technician Diploma; a minimum of Excel certification from Ontario Library Service. The person should also have experience in a public library setting, a knowledge of current computer applications, and excellent interpersonal skills.
- The starting salary for this position is dependent on qualifications and experience. There is a probationary period of 6 months. Vacation and sick leave are provided. Health benefits are not included.
- 20 hours per week including evenings and weekends.