



# Kitchener Public Library

## Senior Library Assistant, Information Services

February 12, 2024

Information Services

Part-time Position – Approx. 19.5 hrs/week

\$28.98 - \$33.60

Days (evenings, Saturdays and Sundays as required)

### Who we are

Kitchener Public Library welcomes our community to engaging spaces where people connect, ideas flourish and lives are transformed. Our values are a reflection of who we are and what we strive for as a library.

The principles of equity, inclusion and belonging are present in all that we do. Everything from our spaces to our services is designed to value diversity, foster belonging and respect individual needs.

### What we offer

- Comprehensive benefits
- Reliable pension
- Learning and development
- Innovative culture
- Paid time-off



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**Reliable  
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**Learning and  
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**Innovative  
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## What you will do

The Senior Library Assistant, Information Services will deliver a high level of customer service for all members of the community in a way that meets their unique needs, regardless of age, background or ability level. This includes customers that may be living with addiction, mental illness, or experiencing homelessness.

In this role you will:

- Deliver advanced reference and readers' services
- Provide technology (hardware and software) support through instruction, and demonstration
- Support borrower services including creating new cards, materials handling, explaining policies and procedures, granting exceptions, and negotiating customer accounts
- Work in coordination with managers and librarians to plan and deliver adult programming
- Support special projects related to library services, products, or initiatives
- Share and promote information about library services, collections, and initiatives with community members

## What you bring

- Post-secondary degree
- 1-2 years of library experience

## How to apply

If you are interested in this position, please send your resume and application form to Human Resources via [resumes@kpl.org](mailto:resumes@kpl.org). Posting is open until February 21, 2024.

Please quote **PT Senior Library Assistant, Information Services** in the subject line. To print a copy of our application form, go to [kpl.org/jobs](http://kpl.org/jobs)

Accommodations are available upon request for applicants with a disability. Please contact Human Resources staff by phone 519-743-0271 or TTY 1-877-614-4832, or by email [hr@kpl.org](mailto:hr@kpl.org).