



Kitchener Public Library

Senior Library Assistant, Information Services

September 11, 2023

Information Services

Part-time position – Approx. 18 hrs/week

\$28.41 - \$32.95

Days, evenings and weekends

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



**Comprehensive
benefits**



**Reliable
pension**



**Learning and
development**



**Innovative
culture**



**Paid
time-off**

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:

- Delivers advanced reference and readers' services
- Provides technology (hardware and software) support through instruction, and demonstration
- Supports 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 résumé and application form to Human Resources via resumes@kpl.org by **Wednesday, September 20, 2023**.

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

Accommodations are available upon request for applicants with a disability. Please contact Human Resources staff by phone 519-743-0271 ext. 276 or TTY 1-877-614-4832, or by email hr@kpl.org.