

Wawa Public Library

It Takes A Library to Raise a Community



Une bibliothèque est requise pour hausser la communauté

EMPLOYMENT OPPORTUNITY – ASSISTANT LIBRARIAN

Full time 35 Hours/week

Salary Range \$41,787.00 - \$45,427.00

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. **Post secondary education** with preference to library discipline or previous library experience or an equivalent combination of education and experience which provides the required knowledge and abilities.
2. Fundamental knowledge of library circulation processes, bibliographic classification systems and cataloguing rules.
3. Required computer skills: knowledge of library automation program; excellent internet skills; advanced computer program skills ie – micro-soft office.
4. Experience with mobile devices and social software applications
5. Ability to supervise and schedule the work of others.
6. Excellent written and verbal communication skills and problem-solving abilities.
7. Excellent interpersonal skills.
8. Strong work ethic with excellent organizational and administrative skills
9. Able to work with little supervision.
10. Bilingualism is an asset.
11. Must be available to work evenings and Saturdays.

May 10, 2022

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Please send resumes to: cabbott@wawa.cc or

Colleen Abbott/CEO

P.O. Box 1730

Wawa, ON P0S 1K0

Closing date for all applicants is May 20, 2022.

We thank all those who apply but advise that only those applicants selected for an interview will be contacted.