



**Kingston Frontenac Public Library**  
**Relief Library Assistant (Branch Operations)**  
**Central Frontenac and North Frontenac branches**  
**Casual Basis (no regular hours), Unionized**

The Kingston Frontenac Public Library has an opening for the position of Relief Library Assistant at the Arden, Mountain Grove, Parham, Sharbot Lake, Cloyne and Plevna branches. Candidates must be available to work daytime, evenings and weekends. This position has no regular hours. Shifts will be assigned on a casual, as-needed basis throughout the year.

The successful candidate will perform a variety of tasks that assist in providing library services to the community, with an emphasis on circulation duties.

**Qualifications required:**

- Two year college diploma or equivalent, with an emphasis on technology. Library and Information Technician diploma preferred.
- 1-2 years' experience in a relevant position.
- Excellent customer service and de-escalation skills, tact, resourcefulness, and flexibility, as well as a passion for library service.
- Working knowledge of computers and devices (e.g. printers, tablets, e-readers), and commonly used software such as Microsoft Office; Internet Explorer; Windows; and be comfortable with using KFPL's digital collections and services (e.g. Overdrive), social networking applications and email applications (e.g. Gmail).

**Wages:** \$24.32 - \$26.66 per hour (plus 4% vacation pay and 14% in lieu of benefits)

Please submit a resume and cover letter before **4:30 PM, Wednesday, April 17, 2019** to:

Amy Rundle, Administrative Assistant  
Kingston Frontenac Public Library  
130 Johnson Street, Kingston ON K7L 1X8  
E-mail: [jobs@kfpl.ca](mailto:jobs@kfpl.ca)

Pursuant to AODA requirements, accommodations for disabilities are available to job applicants who are invited to participate in an interview and who request individual accommodation during the recruitment process.

The successful candidate, to whom an employment offer has been made, shall be required to provide a current CRC (Criminal Record Check), including Vulnerable Sector, at his or her own expense as a condition of employment.

Thank you for your interest in the Kingston Frontenac Public Library. We appreciate all applications received; however, only those invited for an interview will be contacted. Visit us at [www.kfpl.ca](http://www.kfpl.ca)