

Perth East Public Library



Circulation Clerk – Casual

JOB ID: LIB-24-2025

The Perth East Public Library (the “Library”) is recruiting for a Casual Circulation Clerk.

Position Overview:

Under the supervision of the Library Chief Executive Officer (“CEO”), the Casual Circulation Clerk position provides direct delivery of Library services to the community, including circulation, reference and reader’s advisory and basic technological services according to established procedures and service guidelines. This position provides coverage for absences due to illness and vacation. Includes day, evening, and weekend shifts.

Professional Responsibilities:

Provides exceptional customer service to patrons including but not limited to:

- Performs circulation duties including processing in-coming and out-going library materials, holds, fines, and registration of new memberships.
- Schedules computer and technical support appointments.
- Provides basic reference, reader’s advisory and technological services directly to the public, in person or by phone, through knowledge of databases and available resources.
- Oversees reception by greeting the public, answering the telephone and directing calls to the appropriate party.
- May register patrons for library programs.
- Assists patrons with research through knowledge of databases and available resources.
- Demonstrates a good working knowledge of programs and services offered by the Library and is able to promote services, programs, and fundraising initiatives.
- Assists with collection maintenance as directed.
- Resolves customer concerns and complaints, refers to CEO when required.
- Maximizes the appeal of the collection through displays, interactive activities and ensures shelf reading is completed.
- Responsible for keeping circulation desk stocked with supplies.
- Knowledgeable in Library policies and procedures, able to explain and enforce library policies to patrons.
- Processes payments for lost/damaged materials, fines, program fees, and room rentals.
- May direct the work of Pages when required.
- May be responsible for opening and closing the Library in accordance with established procedures.

- Follows health and safety policies and procedures, the *Occupational Health and Safety Act* and other relevant regulations to ensure a safe working environment.
- Maintains working knowledge of Library Board and Municipal policies and procedures.

Qualifications, Requirements:

- Post-secondary degree or Community College Diploma in Library Studies required.
- One (1) year previous experience or equivalent in a public library setting.
- First Aid and CPR Certification.
- Professional proficiency using Microsoft Office, demonstrated competency with current information technology.
- Ability to work independently and effectively within a team.
- Strong verbal and written communication, public relations/customer service skills are required.
- Experience with Horizon, Libby and Bibliocommons is considered an asset.

Working Conditions:

- Work involves direct contact with the public. Exposure to disagreeable people and situations can be expected.
- Moderate physical activity is expected including lifting heavy boxes (up to 30 lb), shovelling walkways, and shelf shifting.

Position Details:

- Casual position with varying hours to include day, evening and weekend shifts – no guaranteed hours of work
- 2025 Library Hourly Pay Range - Grade 4: \$22.76 - \$27.94 per hour
- OMERS Pension Plan - optional
- Criminal Background Check is required for all Employees over 18 years of age (cost to be reimbursed upon submission of receipt)

Competition Closes at Noon on Monday, November 3, 2025. Interested candidates can apply online at:

<https://townshipofpertheast.applytojob.com/apply>

Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Requests for accommodation can be sent to Human Resources at hr@pertheast.ca or 519-595-2800 ext. 258.

We appreciate all responses and advise only those applicants selected for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, and will be used for the purpose of candidate selection.