

Job opportunity

The Corporation of the Town of Orangeville invites applications for the position of

Public Services Assistant

Community Services department

Orangeville Public Library

(two part-time positions, up to 24 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and just moments away from the natural beauty of the Niagara Escarpment, the Town of Orangeville (Town) offers an excellent combination of location, small-town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within Dufferin County.

Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, team and excellence (RITE) aren't just words—they're what we live by every day. They guide how we work together, do what is "RITE", make decisions and support each other. These values form the foundation of our workplace culture, helping us grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

Position description

Libraries are about people. Serving our community is at the heart of everything we do. If you are passionate about customer service and like a fast-paced team environment, this role is for you.

Orangeville Public Library has two part-time openings for the position of Public Services Assistant. The permanent part-time positions offer approximately twenty-four (24) hours per week, and must be available to work a variety of rotating shifts. The successful applicants will be scheduled to work varying shifts including days, evenings, and weekends. The applicants may be scheduled at any location within the library system. This is an onsite position.

Public Services Assistants are responsible for creating a welcoming environment for all, providing responsive information and technology services, and delivering programs for all ages within the library and in the community. The primary responsibility of the position is providing a variety of services to the public including circulation, reference, readers'

advisory, user-support of library technologies and digital resources, programs, and collection maintenance. The principles of equity, inclusion and belonging are present in all that we do, and all library service aligns with values of inclusivity, curiosity, lifelong learning, intellectual freedom, and trust.

The successful applicant will demonstrate a love of reading, lifelong learning and shares enthusiasm with others; work independently and collaboratively as part of a team in a fast-paced environment, performing multiple tasks as required; and take initiative to develop positive customer solutions for challenges that may arise, identifying when to redirect to designated staff as appropriate.

Job duties

- Providing proactive customer service at all service points including information, technology and circulation services.
- Employing excellent communication skills to all members of the public with assurance, understanding, courtesy and tact.
- Troubleshooting library related hardware and software, personal technology devices and connectivity issues for customers.
- Supporting, preparing and conducting programs under the direction of senior staff
- Assisting in the promotion of programs and resources through displays.
- Processing membership registration and circulation of library materials; handling cash and debit transactions and end of shift reconciliations; and collecting fees and fines.
- Other duties as assigned.

Qualifications

- Secondary School diploma or equivalent.
- Minimum one (1) year of relevant work experience, including customer service and technology. Work experience within a library setting considered an asset.
- Strong technology skills and an aptitude for acquiring new technical skills and knowledge on an ongoing basis.

Successful candidates will be required to complete a background check, including but not limited to a Vulnerable Sector Check in accordance with the duties of this position.

Hourly range: \$30.29 to \$35.43, Band 5 on the Town's 2026 Pay Grid

Qualified candidates are invited to apply no later than 4 p.m. on **January 16, 2026**.

Applications may be submitted online, at orangeville.ca/jobs or in person at Town Hall on 87 Broadway, addressed to Human Resources. Please do not email your application.

Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including police record checks, may be required as part of the hiring process for certain employment or volunteer positions. When requested, applicants are required to provide a police record check as a condition of their offer of employment. Police record checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of police record check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process, and applicants are asked to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.

The Town recruitment software has applicant tracking capabilities, including the use of artificial intelligence (AI) to assess applications.

Questions about this posting?

Human Resources, Town of Orangeville

Email: hr@orangeville.ca

Phone: 519-941-0440 ext. 7304