



# **Township of Elizabethtown-Kitley**

## **Job Description**

**Title:** Librarian

**Reports To:** CEO – Elizabethtown-Kitley Township Public Library

### **Position Objective and Scope**

Engage in a variety of tasks, assisting with the operations at all branch locations.

### **Requirements**

- High School Diploma
- Library Excel Graduate – preferred or willing to obtain
- Knowledge of computer database software and internet
- Able to undertake a multitude of different tasks
- Good interpersonal and written and oral communication skills

### **Responsibilities**

- Maintain the circulation desk operations and duties, such as check-in and check-out, reserves and material shelving
- Process and repair books and other materials for circulation [repair, label, covers, inventory upgrades, etc.]
- Help patrons find books and information
- Help patrons with computer access
- Use the photocopier
- Answer the telephone and take messages as required
- Perform basic troubleshooting for computer issues
- Keep up to date with new developments in the library field through self-learning, workshops, and or courses
- Maintain the physical appearance of the libraries and washrooms

### **Working Conditions**

- Various hours, as assigned
- Days, evenings and weekends

**Salary** - Grade 2 on Elizabethtown-Kitley pay grid - \$22.55 - \$25.37 (2025 Bands)