

BELLEVILLE PUBLIC LIBRARY and JOHN M. PARROTT ART GALLERY

Job Posting

POSTING DATE: 24 June 2025 **POSTING #BPL025-001**
(Internal / External)

EXPIRY DATE: 9 July 2025

JOB TITLE: Student General Assistant

Position Description:

Reporting to the Department Supervisors, the successful candidate will be responsible for ongoing General Assistant duties in the Circulation Department and / or Technical Services Department. The General Assistant will work in the Circulation and other departments of the Belleville Public Library and John M. Parrott Art Gallery sorting and shelving library materials, shelf reading, and performing other duties as assigned as part of a team of dedicated staff.

Qualifications:

- Grade 10 education
- Ability to work with fine detail
- Ability to follow instructions and carry out duties in an independent manner
- Ability to learn the operation of appropriate equipment
- Ability to work harmoniously with staff and the public

Responsibilities:

- Sorts and shelves library material, and does shelf reading
- Performs physical preparation and minor repairs of library material, including operation of laminator as required
- Performs courier delivery, newspaper pickup, interlibrary loan material packaging as required
- Performs physical discard of appropriate library material
- Operates appropriate equipment to complete assigned tasks
- Participates in the preparation of library publicity and display materials
- Relieves in other service areas as required
- Performs other duties as assigned

This is a permanent part-time position within the bargaining unit. Evening and weekend shifts are required as per the Collective Agreement. There will be 19 hours of work per 2 week pay period.

The Hourly Rate of Pay is: \$17.39

The Belleville Public Library invites applications from all qualified individuals. The Library is committed to employment equity and diversity in the workplace and welcomes applications from visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.

Please forward application to:

Jane VanManen, Payroll & Accounts Administrator
Belleville Public Library and John M. Parrott Art Gallery
254 Pinnacle Street, Belleville ON K8N 3B1
ivanmanen@bellevillelibrary.ca