



ADMINISTRATIVE ASSISTANCE / CASUAL / RELIEF JOB DESCRIPTION

DUTIES

Perform general administrative duties and support the CEO including filing, answering phones, preparation of minutes, agenda packages for meetings, photocopying, faxing, retrieving correspondence, front desk duties (including shelving of materials), and other tasks as required.

QUALIFICATIONS

EDUCATION

- Minimum college diploma or other post-secondary qualification.

TECHNOLOGY

- Excellent knowledge of - and practical experience with - computers, word processing, and spreadsheet software.
- Basic level proficiency with technology core competencies (as defined by SOLS: <https://www.sols.org/index.php/develop-your-library-staff/competencies2/competencies-index/technology/basic-computer-literacy>)

COMMUNICATION

- Excellent command of the English language, spoken and written.
- Demonstrable task management skills.
- Work independently and collaboratively.
- Ability to communicate with library staff and partner organizations.

OTHER

- Previous public library experience preferred.
- Driver's license required.

KEY RELATIONSHIPS

- Reports to (CEO), Grey Highlands Public Library

WORKING CONDITIONS

- May work at any of the library branches (Flesherton, Kimberley, Markdale).
- Extended periods of interaction with the public.
- Adheres to all library board policies and procedures.
- Ability to lift/carry 40 lb.



HOURS

Hours cannot be guaranteed but this position generally requires 1-2 shifts bi-weekly (and more during the summer months). Candidates must demonstrate flexibility in terms of their availability, and must be willing to work some evenings and weekends.

APPLICATION INFORMATION

Submit resume with covering letter by e-mail to:

Email: allenw@greyhighlands.ca

Subject: Library Position

Attention: Wilda Allen, CEO, Grey Highlands Public Library

Deadline for applications: Wednesday, August 16th, 2017

**We would like to take this opportunity to thank all applicants.
Only those candidates selected for interviews will be contacted.**

About the Municipality of Grey Highlands:

The Municipality of Grey Highlands is located in the heart of Grey County, Ontario with a population of approximately 9500 people. Grey Highlands is near year-round outdoor activities that include skiing, hiking, camping, bicycling, fishing and climbing.

We proudly boast the natural beauty of waterfalls, the Bruce Trail, the Osprey Bluffs and the Saugeen and Beaver Rivers and encompass the "**heart of the Beaver Valley**" truly making Grey Highlands **the place for all seasons**.

The Municipality of Grey Highlands is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request. Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment. Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.