



Sault Ste. Marie Public Library

May 16, 2024

PART-TIME POSITION POSTING

Title:	Page (Adult)
Job Class:	1
Salary Range:	Minimum wage to \$18.76 per hour
# of Positions:	2
Locations:	(1) James L. McIntyre Centennial Library (1) North Branch

The Sault Ste. Marie Public Library invites applications from qualified candidates for Page positions at the James L. McIntyre Centennial Library and the North Branch.

Please note this position may require split shifts, afternoon/evening work, Saturday and Sunday work. It is understood that shift requirements may change due to operational requirements.

Required Skills:

- Organized and tidy
- Attention to detail and accuracy
- Works well independently and as part of a team; accepts direction
- Computer skills (word processing and Internet searching)
- Office equipment (e.g. photocopier, laptops, projectors)
- Able to lift 25 pounds

Assets Include:

- Previous office work experience
- Knowledge of Dewey Decimal system

Application Process and Contact Information:

Applications will be received by the CEO until **Thursday May 23, 2024 at 5:00 p.m.** Further information regarding the job description is available from Matthew MacDonald, CEO.

This is an internal and external job posting in accordance with clauses 12:06 of the labour agreement between the Sault Ste. Marie Public Library Board and CUPE Local 67, Library Part-Time Group.

Employees from the Library Full-Time Unit may apply for this position at the same time however they will be considered only if the vacancy is not filled by a Part-Time candidate.

Interviews will be scheduled after the posting date.
All qualified candidates are encouraged to apply.

Interested candidates should send their applications by email to m.macdonald@cityssm.on.ca

The Sault Ste. Marie Public Library in its ongoing efforts to prevent, identify and remove barriers for people with disabilities will provide work-related accommodation for employees with disabilities, upon request.