



OWEN SOUND & NORTH GREY UNION PUBLIC LIBRARY
requires a
Technical Services Assistant Part-Time Posting #26-04

The Owen Sound & North Grey Union Public Library invites applications for the position of Technical Services Assistant. This position requires scheduled and on-call as needed, daytime, evening, Saturday and Sunday work for a minimum of 20 hours per week.

Position Summary: Reporting to the Technical Services Manager, the Technical Services Assistant is responsible for performing Technical Services duties as assigned, including remote library service at the Library's kiosks and assisting with the collection processing and device maintenance functions of the Technical Services Department. Staffing of the Circulation Desk, preparing communications, and performing tasks related to lost, damaged and claims-returned materials is also included in this position. Compensation rate for this position is \$26.06 per hour.

MINIMUM QUALIFICATIONS

- Post-secondary degree or diploma, library technician diploma preferred
- Two years of experience working in a library or public facing customer service role
- Driver's license with clean driving abstract and access to vehicle
- Clear police records check with vulnerable sector screening
- Current First Aid and Mental Health First Aid Certification and De-escalation Training or willing to obtain

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Strong oral and written communication skills
- Fluent in English (verbal, writing and reading)
- Experience working with computers and comfortable learning new technology (familiarity with the Windows operating system and Office suite of products is beneficial)
- Ability to establish and maintain harmonious relations with staff and public
- Must be motivated and able to exercise sound judgement
- Demonstrated accuracy and attention to detail
- Ability to work independently and to organize and prioritize work
- Manual dexterity and ability to comfortably meet all physical demands of the job
- Resilience in approach to challenging situations
- Respect for confidentiality
- Demonstrated commitment to lifelong learning
- Ability to safely and effectively troubleshoot technical problems
- Proficiency in use of integrated library system
- Familiarity with the concepts of cataloguing and classification

Applications:

- Qualified applicants are invited to submit a cover letter and resume, marked "Confidential", no later than Friday, July 17, 2026 by 5:00 pm to:
Dale Albrecht, Technical Services Manager
Owen Sound & North Grey Union Public Library
824 1st Avenue West
Owen Sound ON N4K 4K4
E-mail to: dalbrecht@library.osngupl.ca

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection. The Owen Sound & North Grey Union Public Library is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.