



## **READERS' ADVISOR, INFORMATION SERVICES DEPT. PART-TIME, ONE-YEAR CONTRACT**

The Orillia Public Library invites applications for the contract position of Reader's Advisor in the Information Services Department. This position provides readers' advisory, reference, and technology assistance to the public. The ideal candidate will be an enthusiastic reader with strong customer service skills and a demonstrated commitment to the Library's mission of delivering inclusive, accessible, and high-quality service to the community. This position is 32 hours bi-weekly, including two evening shifts. Additional Sunday shifts are required from September to April. Relief hours will also be assigned as needed.

### **Summary of Duties:**

- Staff a public service desk to provide advanced readers' advisory and reference service to the public.
- Promote and assist users with library technology, including public computers, e-books, mobile devices, and digital library resources.
- Contribute to the promotion of the collection through displays, online reading lists, and recommendations.
- Support the delivery of library programs and outreach initiatives.
- Maintain current knowledge of library materials, digital services, and emerging technologies.
- Provide patrons with instruction in the use of the Library and its collections and services.
- Provide courteous, efficient, and effective service to the public.
- Perform other related duties as assigned.

### **Qualifications/Requirements:**

- Library Technician's diploma and/or a university degree in a related area
- Knowledge of readers' advisory and reference interview techniques
- Demonstrate broad knowledge of authors, literature, publishers, popular culture and trends
- Excellent pro-active customer service and interpersonal skills
- Understanding and commitment to the principles of intellectual freedom, inclusiveness and service excellence
- Demonstrated successful experience in a public library preferred
- Demonstrated proficiency with Microsoft Office 365
- Experience working with seniors an asset
- Demonstrated ability to interact pleasantly and courteously with the public and staff, and to promote a harmonious workplace

### **Appointment Details:**

Hours: 32 bi-weekly, with additional Sunday shifts from September to April.

Application deadline: Friday, November 7, 2025

Salary Range: \$26.95 – \$31.53/per hour

**36 Mississauga Street W. L3V 3A6**

**Telephone 705-325-2338**

**Fax 705-327-1744**

**[www.orilliapubliclibrary.ca](http://www.orilliapubliclibrary.ca)**

**To apply, please send a covering letter and resume to:**

Kelli Absalom, Director of Information Services

Orillia Public Library, 36 Mississaga Street West, Orillia, ON L3V 3A6 |

E-mail: [kabsalom@orilliapubliclibrary.ca](mailto:kabsalom@orilliapubliclibrary.ca)

Only those candidates selected for an interview will be contacted.

The Orillia Public Library is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Library's Administrative Assistant at 705-325-2338 of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

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| <p>This information is being collected under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44, in order to identify potential candidates for job competitions. For more information, please contact Meagan Wilkinson, Library Chief Executive Officer at 705 325-2573.</p> |
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