

JOB DESCRIPTION

Casual Public Service Librarian

Classification: Grade 6, Casual Librarian

Type: Part-time, Casual

Reports to: Public Service Supervisor

Excellent customer service is the foundation of a positive relationship between Stratford Public Library and its community. Reporting to the Public Service Supervisor, the Casual Public Service Librarian is a leader in connecting our collections and services to the community. This position provides reference, resource recommendation, technological, and circulation services to the public.

This position exists to provide casual replacement coverage for an existing role within the organization and is subject to the availability of work, in accordance with operational needs.

We are currently hiring to fill an upcoming opening on our team.

Duties and Responsibilities

1. Provides exceptional customer service to the residents of Stratford.
2. Provides reference service and resource recommendations using print, media and digital resources.
3. Actively engages with customers to identify, address and deliver their unique information, entertainment and technology needs.
4. Assumes responsibility for maintaining the safety and comfort of the Library while on duty including opening and closing the library; reports issues and incidents to the appropriate personnel.
5. Resolves customer service problems and empowers other public service staff to do the same.
6. Engages the public with the collections through such tools as rotating displays, information distribution, promotion, and reviews.
7. Promotes information literacy to users of all ages through reference service and interactive events.
8. Attends committee meetings and other functions as required.
9. Regularly participates in training opportunities and maintains awareness of developments in the field. Shares developments with colleagues when relevant; suggests and incorporates new ideas whenever resources allow.
10. Performs related duties as required.

Skills and Abilities Required

- Demonstrated ability to deal effectively and positively with the public.
- Excellent oral communication, presentation and writing skills.
- High level of motivation, initiative and responsibility.
- Computer competency, advanced technological literacy and knowledge of office software, generative AI tools and electronic resources used at a public library.
- Diplomatic and collaborative with strong interpersonal skills and a proven ability to work within teams and maintain effective working relationships.
- Ability to produce a current copy of a clear vulnerable sector police check.



Formal Qualifications

- Master's degree in Library or Information Sciences or equivalent from a school accredited by the American Library Association (A.L.A.).
- Some public library or direct customer service experience preferred.

Terms of Employment

Hours of Work:	This position involves variable hours, covering illness and vacation of permanent staff. Those hours include evenings and weekends. Weekly hours are not guaranteed.
Rate of Pay:	\$34.27 - \$40.09 per hour (2026 rate), plus 6% vacation pay
Benefits:	OMERS Pension Plan Employee Assistance Program

How to Apply

Apply by submitting your cover letter and current resume by email to:

- Krista Robinson, CEO resumes@splibrary.ca
- Please use the e-mail subject line, "Casual Public Service Librarian Position"
- Applications are due by Sunday February 1, 2026
- Interviews will take place in February.

The Stratford Public Library thanks all applicants for their interest, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, for recruitment purposes.

The Stratford Public Library is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact Human Resources at hr@splibrary.ca

The Stratford Public Library values privacy and confidentiality, and does not use artificial intelligence tools for any part of our hiring process, including screening, ranking, interviewing, evaluating or selecting candidates.

