



**GRIMSBY PUBLIC LIBRARY**

## Job Opportunity

Internal/External Posting

Administrative Assistant – Full-time

Nestled between the southern shores of Lake Ontario and the beautiful Niagara escarpment, Grimsby is a friendly and welcoming community. The Grimsby Public Library seeks an enthusiastic and highly motivated individual to fill the role of Administrative Assistant for the library. The successful candidate will be a detail-oriented person with well-developed customer service expertise, and strong oral and written communication skills.

**Reports to:** CEO & Chief Librarian

**Salary:** \$52,844–\$64,293 annually (2024)

**Hours of Work:** 35 hours per week, plus occasional Sundays. Shifts will include evenings and Saturdays for occasional meetings and special events

**Start Date:** Monday, November 25, 2024

### **Qualifications:**

- Post-secondary certificate and/or diploma in office administration, business or equivalent.
- Business experience
- Finance experience
- Three years of office administration experience
- Previous experience working in a public library is an asset
- Customer Service experience
- Health and Safety experience preferred
- Proficiency with Microsoft Office and business, scheduling and Human Resources related software
- Experience with Evergreen or another Integrated Library System (ILS) is an asset

### **Key Responsibilities:**

- Reconcile daily cash/debit, and make bank deposits
- Maintain petty cash, postage accounts and prepare cheque requests

- Process library invoices
- Schedule staff and complete timesheets—track, record and submit all library employee attendance for payroll
- Health and Safety—library representative on Joint Health and Safety Committee with the Town of Grimsby— attend meetings and building inspections, and maintain records in HR
- Onboard new hires to ensure all required paperwork is complete
- Assign and maintain security system codes for staff
- Coordinate purchases of office and facility supplies
- Provide circulation, reference and readers’ advisory services when scheduled at circulation desk
- Assist with the Grimsby Author Series, by attending events, and scheduling and volunteers for event assignments
- Organize and coordinate with Town staff for required facility needs, repairs and maintenance
- Reconcile and issue tax receipts for all donations, including sponsorships
- Other duties as assigned

A valid Ontario Driver’s license and access to a vehicle is required.

Satisfactory Police Vulnerable Sector Screen required.

Please apply by submitting your cover letter and resume no later than Monday November 4, 2024 at 5:00 p.m. to:

Kathryn Drury, CEO and Chief Librarian  
 Grimsby Public Library  
 18 Carnegie Lane  
 Grimsby, ON  
 L3M 1Y1  
 Email: [kdrury@grimsbylibrary.ca](mailto:kdrury@grimsbylibrary.ca)

The Grimsby Public Library thanks all individuals for applying. Only selected candidates will be contacted to participate in the interview process. Otherwise, receipt of applications will not be acknowledged.

**Grimsby Public Library is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.**