



# INTERNAL/EXTERNAL POSTING

## Employment Opportunity

**Job Title: Library Assistant – Circulation and Programming**

**Job Posting #:** 2026-05

**Department:** Library

**Location:** Southgate Public Library (80 Proton Street North, Dundalk)

**Status:** Permanent Part-Time

**Hours per Week:** 20-24

**Salary / Wage:** \$24.53/hour to \$27.26/hour

**Application Due Date:** March 25, 2026 at 2pm

The Township of Southgate is a small rural community located in the southern part of Grey County and known as the gateway to Grey County.

“Rooted in community, embracing our future”, our mission is to provide enhanced and reliable municipal services for Southgate’s community and businesses to ensure sustainability now and into the future.

Due to a vacancy, the Township of Southgate’s Public Library is now accepting INTERNAL/EXTERNAL applications for one (1) permanent part-time position of **Library Assistant – Circulation and Programming** at our Southgate Ruth Hargrave Memorial Library in Dundalk.

### Job Duties:

- Supports daily library operations by independently managing the circulation desk, shelving and processing materials and creating displays.
- Provide customer service to patrons by assisting with requests, interlibrary loan tasks, reader’s advisory, and technical assistance.
- Contributes to adult programming by helping plan, prepare and deliver programs, including leading select sessions.

### Qualifications:

- Post-secondary education or equivalent training/experience.
- Excellent interpersonal, communication and public relations skills and experience.
- Computer literacy.
- Ability to work with minimal supervision.
- Experience with programs or presenting in front of others.

For a complete job description and further information please visit the Employments Opportunities section of our website ([www.southgate.ca](http://www.southgate.ca)).

Interested and qualified applicants are invited to forward their cover letter and resume to Human Resources ([employment@southgate.ca](mailto:employment@southgate.ca) or 185667 Grey Road 9, Dundalk, ON, N0C 1B0) quoting job **#2026-05** by **March 25, 2026 at 2pm**.

We thank all applicants for their interest; however, only those selected 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, 2001 and will be used for the purpose of candidate selection only. The Township of Southgate does not use Artificial Intelligence (AI) technology at any stage of recruitment.

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.