

Public Services Clerk, Permanent, Full-time

Cornwall Public Library is currently seeking an energetic, creative, and tech-savvy Public Services Clerk who is passionate about interacting with the community and working collaboratively with staff in a dynamic environment in delivering excellent public service.

The successful candidate will be responsible for taking initiative in providing excellent customer service and enriching the lives of our patrons.

Who we are looking for:

- You understand and value the idea of the Library as a community hub and gathering place to learn and exchange ideas in a physical and virtual environment.
- You are organized, detail-oriented, and a self-starter who can work independently and collaboratively.
- You are comfortable with using technology and have the ability to envision and create a technology hub for patrons' needs.
- You engage well with others and are dedicated to providing exemplary customer experience.
- You're a team player who thinks quickly on your feet.
- You're excited about the prospect of growing and learning in a changing environment and inspiring fun in the people around you.

Under the supervision of the Public Services Manager, you will:

provide all circulation and information services to patrons as well as assign duties to Student Pages; help train staff on procedures; resolve routine problems, refer non-routine matters to manager; prepares statistical reports and performs clerical duties as required. Performs all tasks in accordance with Cornwall Public Library policies and procedures.

POSITION REQUIREMENTS

Canadian High School graduation diploma or equivalent. Bilingual, English and French, an asset Knowledge of Microsoft Office Suite.

Demonstrated filing skills (Dewey and alphabetical).

Superior customer service and interpersonal skills.

Ability to show initiative in decision-making.

Organized.

Any applicant selected for this position must be able to produce a vulnerable sector check completed with results satisfactory to the Cornwall Public Library.

Salary range:\$24.20 per hour plus benefits, pension, and vacation per the Collective Agreement. Working 35 hours per week in a varied schedule to cover operating hours.

Cornwall is a vibrant small city of 46,500 people scenically located on the St. Lawrence River about an hour's drive from Ottawa and Montreal. With affordable housing and abundant nature trails it offers a high quality of urban life. The library is centrally located in an award-winning renovated building and enjoys a high-profile presence in the community,

Start date: February 2026

Please send your resume and cover letter to:

Jenna Lamarche, Public Services Manager
Cornwall Public Library, PO Box 939,
Cornwall, ON K6H 5V1 FAX: 613-932-2715

Or by email to:

jlamarche@library.cornwall.on.ca

*The Cornwall Public Library Board is an Equal Opportunity Employer.
Accommodation will be provided in all parts of the hiring process as required.
Applicants need to make their needs known in advance.*

We thank all applicants for their interest, however, only those selected for interviews will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.