



L'ÎLE-DU-GRAND-CALUMET Library

The L' île-du-Grand-Calumet library is looking for a person to fill the position of library manager on Tuesdays and Thursday nights.

Summary of duties :

- Ø Greet and serve library users for loans
- Ø Advise library users
- Ø Rotate books on a monthly basis
- Ø Supervise the team member
- Ø Organize activities
- Ø Purchase books and new items
- Ø Repair damaged books
- Ø Any other related tasks

The person in charge will be supported by the municipality as well as by the Réseau BIBLIO de l'Outaouais which provides professional and technical assistance as well as a continuing education program.

Qualifications:

- Ø Autonomy and leadership
- Ø Dynamic person

Conditions :

Salary to be discussed based on experience and skills

Comments:

Only those selected will be acknowledged. The work is done on a non-flexible schedule in the evening only. The schedule is set by City Council. Interested candidates must send their resume before JUNE 2, 2023 to the following address

Municipality of Île-du-Grand-Calumet
140 Chemin des Outaouais
Île-du-Grand-Calumet, Quebec J0X 1J0