The Cobourg Public Library is seeking to fill the position of a **Part-Time**, **Public Services Associate – Branch Services**. This position has varied hours, based on seniority. Work will be assigned at the Hamilton Township Branches located in Bewdley, Gores Landing and Cold Springs. Hours will be from Monday to Saturday and will include morning, afternoon, evening and weekend shifts.

Job title: **P/T Public Service Associate – Branch Services**

Reports to: Manager of Public Services

Salary: $30.60 to $34.21 – Info/ Branch / Tech Pay Band

Job Summary:
Working at the three Township Branches, this position is responsible for:

- Effective delivery of public services, including circulation, reference, information services, and readers' advisory for all patrons.
- Preparation and delivery of Library programs as directed.
- Community knowledge of available local resources.
- Maintaining, suggesting and evaluating branch collection needs.
- Ensuring success of the overall branch functions and services.

Responsibilities:
These responsibilities indicate the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities required of the position. The incumbent may be asked to perform other duties as required given the nature of library services and changing work environment.

- Assists patrons with their borrowing and information needs.
- Under the direction of the Manager of Public Services prepares for and delivers programming for all ages.
- Provides assistance to Library patrons and community members in a manner that is warm, welcoming and respectful.
- Develops and maintains the specific areas of the collections, in conjunction with Manager of Public Services.
- Selects and sets up materials for display.
- Monitors the community's needs for services and makes recommendations to adjust library services to meet those needs.
- Perform opening and closing procedures; in Gores Landing and Cold Springs, this includes the set-up and take down of Library service in a shared facility.
- Handles public relations matters at the Branch level including patron complaints.

- Maintains statistics regarding branch activity and reports monthly.
- Collect and transport materials to and from the Branches on a regular basis. (Lifting and carrying 20 lbs+)
- Represents the Library at community events as required.
- Must have transportation and willingness to travel between locations.

Work Environment:

- Rapidly changing public environment serving all ages and abilities
- Requires day, evening and weekend shifts
- Works in a sometimes noisy, customer-driven environment with frequent interruptions
- Occasionally stressful when serving patrons (may be exposed to conflict and emotionally-charged situations)

Skills, Knowledge, Training:

- Library Technician Diploma, or equivalent education and/or experience.
- Three years of relevant experience in a public library or similar environment.
- Demonstrated excellence in teamwork and collaboration with multi-faceted teams with the ability and desire to share knowledge with others and work independently in order to support team goals.
- Demonstrated practice of continuous learning.
- Excellent interpersonal, communications and conflict resolution skills with a strong customer service orientation and experience.
- Ability to work independently and collaboratively in a rapidly changing work environment.
- Anticipates and adapts to change with a sense of optimism and opportunity.
- Ability to function calmly and effectively during stressful situations, demonstrating sound judgment, a strong work ethic, problem solving ability and initiative

How to Apply

Please send a copy of your resume and cover letter to the Administrator Coordinator, J. Gard: jgard@cobourg.library.on.ca
Please quote “PSA Branch Services Posting” in the Subject line.

The deadline for submission of applications is **5:00 p.m. on Wednesday, November 25th, 2026**. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Posted November 4, 2026