



**SUPPORT ASSISTANT / COURIER
PART-TIME, PERMANENT**

(1 POSITION)

The Brantford Public Library enhances the quality of life in our diverse community. We invest in valuable experiences, resources, and services, in a welcoming and equitable environment for all.

We are seeking an enthusiastic and friendly individual who is interested in maintaining the Brantford Public Library's collections in good order for customers and supporting the efficient transport of materials between library locations.

The position primarily involves accurately checking in, sorting, shelving, retrieving, and safely delivering library materials. The position also includes some program and materials support duties.

The Support Assistant / Courier job demands keen attention to detail, excellent organizational and time management skills, and the ability to work well both independently and as part of a team. The successful candidate should be able to resolve conflicts, problem-solve effectively, and cooperate well with supervisors and co-workers.

Reports to: Manager – Branch Services

Salary Range: \$23.784 - \$25.609 / hour
*Updated rate will apply according to the Collective Agreement.
As a new position, this job will be subject to the Library's job
evaluation process.*

Classification: Part-Time, Permanent

Hours of Work: 24 hours per week, including evenings and Saturdays. Sundays are scheduled as outlined in the Collective Agreement.

Qualifications:

- High school graduation or equivalent
- Previous experience with detail-oriented tasks
- Demonstrated ability with technology
- Proficient in Microsoft Office suite
- Valid G class License and a clean 3-year driver's abstract
- Able to repeatedly lift and carry up to 40 lbs
- Ability to travel to any library location, as assigned

Responsibilities:

- Sorts and shelves library materials and ensures effective shelf maintenance
- Retrieves materials in the collection
- Assists with inventories and deselection tasks
- Operates and maintains all functions of the circulation module
- Transports material between library locations
- Packs and unpacks deliveries
- Loads and unloads delivery vehicles
- Sorts library materials and correspondence
- Completes regular vehicle inspections and prepares vehicle for safe use
- Contributes to assessment and improvement of delivery route logistics
- Identifies and performs simple library material repairs
- Assists with processing, as directed
- Assists with interlibrary loan processes
- Prepares items for recycling
- Assists with programs
- Assists in setting up decorations and displays
- Opens and sorts materials deliveries
- Provides service feedback
- Other duties consistent with job responsibilities.

Testing may be part of the interview process.

Please apply with your cover letter and resume as one PDF by email to hr@brantfordlibrary.ca no later than August 12, 2026 at 5:00pm.

Please reference **Job Posting #26-40** when submitting your application.

Brantford 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.