



Stouffville  
Library

[www.wsplibrary.ca](http://www.wsplibrary.ca)  
2 Park Drive, Stouffville, ON L4A 4K1  
905-642-READ (7323)

## Public Service Assistant - CUPE

(Job # 2025-098-IE)

<b>Department:</b>	Library
<b>Status:</b>	Part-Time, Temporary
<b>Date Posted:</b>	October 27, 2025
<b>Date Closing:</b>	<b>November 10, 2025, 4:00 p.m.</b>
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	12-24 hours per
<b>Salary:</b>	\$26.805 - \$30.313 per hour
<b>Flexible Working Arrangements:</b>	No

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### WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, flexible schedules, complementary gym membership and access to our employee discount program.

Our library team is looking for a reliable and customer-focused Public Service Assistant to support daily library operations. You'll help with circulation tasks, assist visitors with technology and information needs, and help maintain a safe, welcoming environment. This role requires strong communication skills, problem-solving abilities, and a positive attitude. If you enjoy working with the public and want to be part of a friendly team, this could be the ideal opportunity for you!

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

### Position Purpose:

This position is responsible for the provision of customer service, reader advisory, and information services in accordance with library objectives. Additional responsibilities include circulation service duties and assisting in the maintenance of the physical appearance, safety, and security of the library.

### Qualifications and Requirements:

- Requires completion of high school diploma (grade 12) and current Vulnerable Sector Screening.
- 18 – 24 months related experience in serving the public.

- Excellent communication and customer service skills, and the ability to work with a diverse group of people.
- Good knowledge of computers and related software.
- Ability to lift, bend, and push heavy carts of library materials.

### **How to apply:**

Please forward your resume in confidence **November 10, 2025, 4:00pm.** identifying **Job # 2025-098-IE** in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**