



Ajax Public Library
55 Harwood Ave. S.
Ajax, ON L1S 2H8
905-683-4000
ajaxlibrary.ca

Position: Operational Support Assistant (OSA)
Number of Positions: One (1)
Vacancy: Existing
Classification: Temporary Part Time
Location: System-wide, involving work at all branches
Salary/Wage: \$17.60 - \$20.13 per hour
Schedule: 48 hours per 2 week period, Sunday to Saturday;
evenings and weekends required.
Date Posted: Tuesday March 3, 2026
Closing Date: Tuesday March 17, 2026

Duration: One temporary vacancy until approx. September 2026 with
the possibility for extension

Position Summary

Ajax Public Library is currently recruiting for one (1) temporary **Operational Support Assistant** position (part-time). Under the direct supervision of the Coordinator of Safety and Operations, the OSA executes room set-ups, provides daily interbranch courier services, provides materials handling support for Library collections and services, and provides general facilities support, e.g. cleaning back-up, executes minor repairs and snow removal.

Education and Experience

- Secondary school diploma;
- Class 'G' driver's license with clear driver's abstract;
- Experience with executing minor repairs an asset;
- Familiarity with computer technology;
- Must be able to wear and use appropriate personal safety equipment and clothing;
- Ability to work independently an asset;
- Ability to lift up to 40 lbs, bending and stretching.

Position Responsibilities

- Provides interbranch daily courier services using the Library's vehicle;
- Prepares and sets up meeting rooms for meetings, room bookings, programs, etc. and takes down afterward;
- Utilizing the Integrated Library System (ILS), provides check-in support for and prepares materials for reshelving;

- Discards materials from the ILS as part of the weeding program. Prepares discarded material for shipment, and coordinates dispensation;
- Performs offsite event delivery, set-up and take-down using the Library's vehicle;
- Provides occasional pick-ups and deliveries using the Library's vehicle;
- Performs minor general building repairs and facilities support (including snow removal), as needed;
- Provides back up support to cleaning staff, as needed;
- Provides support for the materials handling process;
- Other duties as assigned;

What's In It

- Optional OMERS defined benefit pension package;
- Free on-site parking;
- Confidential Employee and Family Assistance Program (EFAP);
- Employee membership to Town of Ajax Fitness Facilities;
- Engaged learning culture and professional development opportunities;
- Collaborative team members who are driven by the Library's shared values and who; are constantly inspired to do great work.

We Value

- **Intellectual Freedom:** We defend democratic principles, freedom of thought and expression.
- **Connection:** We facilitate connections to knowledge and to one another.
- **Inclusion:** We welcome people from diverse backgrounds and lived experiences.
- **Equity:** We strive to remove barriers and empower the entire community in pursuit of their goals and achievements.
- **Innovation:** We nurture creativity, imagination and discovery.

Application Information

How to Apply

Candidates are invited to apply electronically to libraryjobs@ajaxlibrary.ca. Cover letter and résumé must be submitted in Word or PDF format. All interested applicants must submit an emailed application only as physical copies will not be accepted.

Applications must be received by 5:00 p.m. on Tuesday March 17, 2026.

Contact and Use of Information

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information will be used strictly for candidate selection. Ajax Public Library does not use Artificial Intelligence (AI) as part of the recruitment process.

Provisions of Employment

Please note Ajax Public Library requires a satisfactory vulnerable sector/Criminal Records Check from all successful candidates.

Diversity and Accessibility in the Workplace

Ajax Public Library is an equal opportunity employer, committed to diversity and accessibility within the workplace, and ensuring all employees feel valued, respected, and supported. As a best practice, Ajax Public Library embraces diversity and gender expression through policy, staff training, and providing positive spaces. The Library encourages applications from all qualified candidates. Accommodations will be provided in all parts of the recruitment process as required. Applicants are asked to make their needs known in advance. Any information relating to accommodation measures will be addressed confidentially.