

Township of Southgate
Administration Office
185667 Grey Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

Staff Report HR2022-030

Title of Report: Library Staffing Update
Department: Human Resources
Council Date: July 6, 2022

Recommendation:

Be it resolved that Council receive Staff Report HR2022-030 for information; and
That Council approve the updates made to the Job Description for Part Time Library Assistant.

Background:

At the May 4, 2022 Council Meeting, the following resolution was approved which included the retirement of our Library Assistant – Children’s Services staff:

Moved By Councillor Dobreen **Seconded By** Councillor Rice

Be it resolved that Council approve the items on the Regular Business consent agenda dated May 4, 2022 and direct staff to proceed with all necessary administration actions.

Carried No 2022-291

Staff Comments:

The job posting for Library Assistant – Children’s Services was posted internally and externally from May 3, 2022 to May 17, 2022. We received a total of 9 applications and completed interviews between May 24 and May 27, 2022.

Jacki Johnston was the successful candidate with a starting date of July 4, 2022.

Additionally, a Casual Library Assistant has provided notice they will be leaving their position with the library as of July 4, 2022. Staff will post the position internally and externally and begin the hiring process.

Staff have reviewed the job description and made some updates included in Attachment #1. The classification of “Casual” is incorrect and should be considered Part Time to be consistent with our Personnel Policy #1. Staff feel the changes that were made are not significant enough to require a review by the Job Evaluation Committee at this time.

Financial Implications:

No financial implication as this position has been approved for the 2022 budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

1. That Council receive this report as information.
2. That staff & Council welcome Jacki into her new role as Library Assistant – Children’s Services.
3. That Council approve updates to the Part Time Library Assistant job description.

Respectfully Submitted,

Human Resources: *Original Signed By*

Kayla Best, HR Coordinator/ Assistant to the CAO

Dept. Head Approval: *Original Signed By*

Lacy Russell, Librarian CEO

CAO Approval: *Original Signed By*

Dave Milliner, CAO

Attachments:

Attachment #1: Part Time Library Assistant Job Description with Updates