GREATER VICTORIA PUBLIC LIBRARY

Internal Posting
2026-82 Library Assistant

Department	Library Services
Job Type	Regular Full-Time
Posting Type	Internal
Work Location	Central Branch, Victoria, BC
Hours per Week	35
Salary Range (per hour)	$38.94 – $40.75 (Pay Band 11)
Union Membership	This is a Union Position (CUPE 410)

DESCRIPTION

√ Do you excel in offering excellent customer service and have the desire to support your local community in literacy?

√ Are you passionate about engaging and inspiring the local community with library events and activities?

Role
This unionized role provides expert readers' advisory, engaging programming, interlibrary loan support, and essential digital resource assistance. Reporting to a Coordinator, Branch Operations, the Library Assistant has an active role on the floor of the branch, fostering strong connections within the Library Services team and building positive relationships with the community.

Details

- Work schedule: Line 10, Tuesday to Saturday, from 10:00 AM to 6:00 PM
- Schedule is subject to change based on operational requirements.
- Evening and weekend work may be required.
- Please find a copy of the job description here.
- The successful candidate is required to provide a satisfactory police information/background check for the vulnerable sector.

How to Apply
- Find out how to apply by visiting our GVPL Careers Page.
- If you need to complete the Job Application Form, please use the link provided below:
    - Link: 2026-82 Library Assistant - Job Application Form

Applicants must meet the required qualifications (education and experience, skills, knowledge, and ability) as noted in the job description to be considered for a position.

It is the applicant's responsibility to clearly demonstrate on the application how their education and experience meets the qualifications as noted in the job description. The application should also include professional development taken to date.

Applicants should provide relevant work experience as noted in the job description.

Note: applicants may be required to submit verification of education.
Applicants may be asked to provide a demonstration of their skills and abilities in addition to an interview; details will be provided to applicants in advance to allow time for preparation.

Applications will be accepted until 12 p.m. Pacific Time **on Thursday, November 5, 2026**. Applications received after this date and time will not be considered. Only complete applications will be accepted.

For regular staff who elect to move into a new role or schedule line, previously approved vacation may not be carried forward into the new schedule. In these instances, staff will be asked to resubmit their vacation requests once they assume their new schedule line.

We thank all applicants for their interest; only those applicants considered for interviews will be contacted.