

Position Title: On-Call - Library Clerk (Tatamagouche Branch)

Classification: Library Clerk I or II (On-Call)

Rate of Pay: LC1: \$12.18 and LCII: \$14.68 (Step 1 on a 5-step scale, depending on classification)

Job summary:

Under the supervision of the Administrator of Adult and Outreach Services and the Branch Manager, this position is on an On-Call basis to cover for illness, vacation, short-term leaves, etc. Hours could include weekdays, evenings and weekends. Areas of responsibility vary depending on position being covered.

Duties / Tasks:

- Performs circulation desk duties including registering and updating patron files, lending and receiving materials, answering the telephone and directing calls, and collecting fines.
- Assists public with assorted library equipment; takes computer bookings and assists with computer usage
- Answers reference and directional questions, referring and/or consulting when necessary
- Shelves books and other items; shelf reads
- Assists with displays and other promotional projects
- Trouble shoots equipment such as computers, photocopier, and printer, contacting technical staff when needed
- Sorts donations
- Performs other related tasks as requested

Additional Duties/Tasks when filling in at the LCII level

- Oversees the maintenance and security of the branch while on duty
- Opens and closes the library
- Delivers children's programming as needed

Education, Experience, and Abilities Required:

- Grade 12 and relevant post-secondary studies OR an acceptable combination of education and experience
- Supervisory skills
- Strong computer skills and knowledge for searching the internet.
- Creative, artistic and strong communication skills
- Ability and willingness to work with children
- Ability to adapt to changing needs of clientele and procedures
- Ability to deal tactfully, patiently and courteously with staff and public
- Ability to carry, push, and pull heavy loads
- Ability to work daytime, evening and weekend hours.
- Thorough knowledge of the community an asset

Application Procedure:

Please submit a detailed résumé with cover letter to:

Lesley Brann, Administrator - Adult and Outreach Services
Colchester-East Hants Public Library
754 Prince St., Truro, NS B2N 1G9

E-mail: asjob@cehpubliclibrary.ca

Application deadline: __August 15, 2018__ at 4:30pm

We thank all applicants for their interest; however, only those selected for an interview will be contacted. To learn more about the Colchester-East Hants Public Library, visit our website at www.lovelylibrary.ca.