

Position Title: On-Call Library Clerk (Various Locations)
Classification: Library Clerk I (LC1) or Library Clerk II (LCII)
Rate of Pay: LCI \$12.42/hour and LCII: \$14.98/hour (Step 1 on a 5-step scale, depending on classification)

Hours: This on-call position requires daytime, evening and weekend shifts on an as-needed basis.

Job summary

Under the supervision of the Branch Manager/Department Head, this position is on an on-call basis to cover for illness, vacation, short-term leaves, etc. Hours could include weekday, evenings, and weekends. Areas of responsibility vary, depending on position being covered.

Duties / Tasks

- Perform circulation desk duties including registering and updating patron files, lending and receiving materials, answering the telephone and directing calls, and collecting fines.
- Assist public with assorted library equipment, including computers, scanners, STEM equipment, and photocopiers.
- Assists with opening and closing procedures.
- Answers reference and directional questions, referring and/or consulting with other staff as required.
- Shelves book and other items; shelf reads.
- Assists with displays and other promotional projects.
- Troubleshoots equipment such as computer, 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.
- Assists with preparation and delivery of public programming as required.

Education, Experience and Abilities Required

- Grade 12 and relevant post-secondary studies OR an acceptable combination of education and experience.
- Excellent verbal and written communication skills.
- Proficiency in the use of technology and social media.
- Ability to deal tactfully, patiently, and courteously with public and staff.
- Ability and willingness to work with children.
- Ability to carry, push, and pull boxes of library material weighing approx. 30 lbs. each.
- Ability to work daytime, evening and weekend shifts on an on-call basis.

Locations

You must specify which library or libraries you are applying for in your cover letter. Applicants who fail to do so will not be considered.

- Elmsdale Branch
- Mount Uniacke Branch
- Stewiacke Branch
- Truro Branch
- Satellites (Kennetcook and Upper Stewiacke)

Application Process

Please submit resume with cover letter to: Shelley Mattix, Administrative Assistant
Colchester-East Hants Public Library
754 Prince Street
Truro, Nova Scotia, B2N 1G9
Email: smattix@cehpubliclibrary.ca

Application Deadline: Tuesday, March 31, 2020 at 5pm.

We thank all who apply, but only those selected for an interview will be contacted.