

**Position Title:** Branch Assistant – Elmsdale  
**Classification:** Library Clerk II (part-time, ongoing)  
**Rate of Pay:** \$14.54 (Step 1 on a 5-step scale)

**Job summary:** Working with the Branch Manager, the Branch Assistant helps with the running of the Elmsdale library. Regular schedule includes: Tuesdays: 9:30am-1pm, 3:30am-5pm, Wednesdays: Every 4<sup>th</sup> Wednesday 9:30am-12Noon, 1pm-5:30pm, Thursdays: 10am-1pm, 5pm-8:30pm, Fridays 12Noon-5:30pm and every second Saturday 9:30am - 3:30pm

**Duties / Tasks:**

- Performs circulation desk duties, including registering patrons and updating their files, lending and receiving materials, answering the telephone and directing calls, collecting fines, placing holds on items requested by patrons, shelving materials, sorting donations and shelf reading.
- Assists public with assorted library equipment; takes computer bookings and assists with computer usage
- Oversees the maintenance and security of the Branch when required
- Answers reference and directional questions, referring and/or consulting when necessary
- Assists with displays and other promotional projects
- Develops and delivers adult, teen, and children's programs
- Fills in as required, e.g. vacations, sick leave and acts as Backup for Branch Manager
- Trouble shoots equipment such as computers, photocopier/printer, contacting technical staff when needed
- Prepares library for opening/closing
- Performs other related tasks as requested

**Education, Experience, and Abilities Required:**

- Grade 12 and relevant post-secondary studies OR an acceptable combination of education and experience. Previous Library experience considered an asset
- Good written and oral communication skills
- Basic computer skills with willingness to upgrade skills as required
- Organizational and supervisory skills
- Ability and willingness to work with children
- Knowledge of the community an asset
- Ability to adapt to changing needs of clientele and procedures, including the ability to adjust programs to suit the audience
- Ability to deal tactfully, patiently and courteously with staff and public
- Ability to carry, push, and pull heavy loads
- Ability to work evening and weekend shifts on a regular rotation
- Valid driver's licence and the willingness to drive own vehicle (expenses paid) to regional headquarter in Truro as required

**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](mailto:asjob@cehpubliclibrary.ca)

**Application deadline: Friday, June 15th , 2018 4:30 pm AT**