



EMPLOYMENT OPPORTUNITY INTERNAL/EXTERNAL

Position Title: Stewiacke Circulation Clerks – 2 positions
Posting Date: June 7, 2021
Closing Date: June 18, 2021
Location: Stewiacke Branch Library
Status: Permanent Part-Time (with a 6-month probation period)
Salary: LCI \$12.95/hour (Step 1 on a five-step scale), depending on experience
Work Schedule: Position A: 17.75 hrs/wk avg. Tuesday 4:30-8:30 pm, Thursday 3:30-8:30 pm, Friday 10:00am-1:00pm and 2:00-5:30 pm, every second Saturday 1:00-5:30 pm
Position B: 6.25 hrs/wk avg. Thursday 10:00am-2:00pm, every second Saturday 1:00-5:30pm

JOB SUMMARY:

Under the supervision of the Branch Manager or delegate in their absence, the Circulation Clerk delivers library service in the Stewiacke Branch, with an emphasis on circulation and information services.

Duties and Responsibilities:

- Assist with branch opening and closing procedures.
- Perform circulation desk duties, including patron services; registering patrons, answering the phone, collecting fees, placing holds, shelving materials. Process incoming /outgoing library materials. Ensure that cash handling procedures are followed.
- Assist patrons in accessing library materials, online resources, processing requests, using library equipment.
- Assist with maintenance of bulletin boards, meeting room bookings, art displays and local library fundraising activities.
- Effectively implement policies and procedures, and respectfully communicate these to patrons.
- Create promotional materials such as posters, handouts, presentation, etc.
- Help monitor social media accounts, and help create engaging social content.
- Shelve and maintain library collections, and participate in the maintenance of materials, evaluating, and weeding the collections based on regional guidelines. Create promotional displays of library materials.
- Check branch emails, and follow procedures for all emails.
- Assist the Branch Manager and Assistant Manager in planning and developing library programs and services.
- Fill-in for other staff as required.

QUALIFICATIONS:

- Grade 12 and relevant post-secondary academic studies OR an acceptable combination of education and experience.
- Library work or volunteer experience (asset).
- Customer service experience, including experience working in person with the public (asset).
- Working knowledge and current experience using an integrated library system (ILS), specifically Workflows Symphony (asset).
- Experience with using email, the internet, and Microsoft Office products (required).
- Knowledge of the community (asset).
- Superior interpersonal, organizational, communication and teamwork skills, including the ability to communicate effectively, tactfully, patiently, courteously, and discreetly with people from a wide variety of cultural, social and educational backgrounds (required).
- Criminal Record Check, Vulnerable Sector's Check, Child Abuse Registry Check (required).
- Ability to work evening and weekend shifts on a regular rotation (required).
- Ability to carry, push and pull heavy loads (required).
- Ability to adapt to changing needs of clientele and procedures (required).
- Ability to work independently with little supervision, and consistently meet deadlines (required).

APPLICATION PROCESS:

Please submit resume and cover letter by 1 pm Friday, June 18, 2021

to: Shelley Mattix, Human Resources Administrator, Colchester-East Hants Public Library, 754 Prince Street, Truro, NS, B2N 1G9

Email: smattix@cehpubliclibrary.ca

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.lovemylibrary.ca.