



# EMPLOYMENT OPPORTUNITY

**Position Title:** On-Call Library Clerks (various locations)  
**Posting Date:** October 9, 2020  
**Closing Date:** October 30, 2020  
**Location:** Elmsdale, Mount Uniacke, Stewiacke & Truro  
**Status:** On-call positions  
**Salary:** LCI \$12.80/hour and LCII \$15.28/hour (Step 1 on a five-step scale), depending on classification coverage required  
**Work Schedule:** Requiring daytime, evening & 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:

- Perform circulation desk duties including registering and updating patron files, lending and receiving materials, answering the telephone and directing calls, and collecting fees.
- 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.

## QUALIFICATIONS:

- 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.

## APPLICATION PROCESS:

**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

Please submit resume and cover letter by 5pm Friday, October 30, 2020 to:

Shelley Mattix, Human Resources Administrator  
Colchester-East Hants Public Library  
754 Prince Street, Truro, NS, B2N 1G9  
Email: [smattix@cehpubliclibrary.ca](mailto: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.lovelylibrary.ca](http://www.lovelylibrary.ca).**