

Position Title: Circulation Clerk - Elmsdale Branch

Classification: Library Clerk I (part-time)

Rate of Pay: \$12.42/hr (Step 1 on a 5-step scale)

Job summary:

Under the supervision of the Branch Manager, provides service to library patrons at the Elmsdale Branch of the Colchester-East Hants Public Library. The regular work schedule is an average of 8.33 hours weekly, Wednesdays 10:00am - 1:30pm, Thursdays 10:00am - 1:00pm, and every third Saturday from 9:30am - 3:30pm.

Duties / Tasks:

- Shelves library materials, and shelf reads
- Performs circulation desk duties, including registering and updating patrons files, lending and receiving materials, answering the telephone and directing calls, collecting fines, placing holds on items requested by patrons
- Assists public with assorted library equipment, including computers, scanners, STEM equipment, and photocopiers
- Answers directional questions, referring and/or consulting when necessary
- Assists with displays and other promotional projects
- Assists with opening and closing procedures
- Fills in as required, e.g. vacations, sick leave
- Assists with preparation of library-sponsored programs
- 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
- Good written and oral communication skills
- Strong computer skills with willingness to upgrade skills as required
- Organizational skills
- Knowledge of the community an asset
- Ability to deal tactfully, patiently and courteously with staff and public
- Ability to carry, push, and pull boxes of library material weighing approx. 30 lbs. each
- Ability to work evening and weekend shifts on a regular rotation

Application Procedure:

Please submit a detailed résumé with cover letter to:

Patti Miller

Elmsdale Branch Library

15 Commerce Court, Elmsdale, NS B2S 3K5

E-mail: pmiller@cehpubliclibrary.ca

Application deadline: Friday, September 6 at 5pm

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

This competition may be used to fill future vacancies at the same level.

To learn more about the Colchester-East Hants Public Library, visit our website at www.lovemylibrary.ca