

Position Title: Circulation Clerk – Tatamagouche
Classification: Library Clerk I (part-time, ongoing)
Rate of Pay: \$12.18 (Step 1 on a 5-step scale)

Job summary:

Under the supervision of the Branch Manager, provides service to library patrons at the Tatamagouche Branch of the Colchester - East Hants Public Library. **Regular schedule:** Tuesdays 10:45am - 1:15pm, every second Wednesday 9:45am - 2:15pm and every Saturday 9:45am - 1:15pm

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
- Taking computer reservations and providing assistance to the public using library computers
- Answers directional questions, referring and/or consulting when necessary
- Assists with displays and other promotional projects
- Assists with opening and closing of branch
- 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 heavy loads
- Ability to work evening and weekend shifts on a regular rotation

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

Application deadline: August 15th, 2018 at 4:30 pm AT

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.