



## Part-time Library Clerk – River John Library

Hours of Work
Tuesdays 6-8pm (2 hrs)
alternating Wednesdays 9:30-10:30am (1 hrs)
Thursdays 6-8pm (2 hrs)
alternating Saturdays 10-3 (5 hrs)
<b>Total hours (13-14 hours biweekly)</b>

### Name of Position

Library Clerk – Part Time

### Classification

Library Clerk 1

### Position Scope

Under the supervision of the River John Library Branch Assistant and Branch Manager, to provide friendly and efficient public library service at the River John Library.

### Outline of Typical Duties

- Circulation duties which include checking materials in and out, assisting the public, shelving and any other matters relating to the provision of service.
- Provision of reference service by answering quick and in-depth questions from the public, and by showing patrons how to find relevant information using both print and electronic resources.
- Assistance with special and regular library programs, including programs for children, youth and seniors.
- Must be familiar with workings of the online catalogue; must be able to assist patrons with using the Internet.
- Must be adaptable to emerging library technologies and be able to provide basic assistance and trouble-shooting with downloadable books, eBook readers, mobile devices, scanning equipment, etc.
- May be called upon to give library orientation sessions to small groups.
- Works according to a predetermined schedule.
- Other duties as required.

### Education

Minimum Grade 12 required

### Experience

- Previous library experience is preferred.
- Working knowledge of computer and Internet applications.
- Excellent communications skills.
- Aptitude for working with all ages, and good knowledge of the local community.

**To apply,** please submit a cover letter and resume by **February 8, 2019** to *Trecia Schell, Community Services Librarian, and Branch Manager - River John Library.*