



Job Advertisement

Name of Position: Branch Assistant (part-time)

Location: New Glasgow Public Library

Hours: This part-time position follows a regular bi-weekly schedule.

Week 1 = 25 hours

Week 2 = 28 hours

Education: Minimum grade 12

Experience: Minimum one-year satisfactory employment, preferably in a library or other customer service-related role.

Please send resume and cover letter no later than 4 pm on Wednesday, December 23rd, 2020 to:

Attn: Greg Hayward, Technical Services Librarian
New Glasgow Library
PO Box 276
New Glasgow, NS
B2H 5E3

Or email to ghayward@parl.ns.ca

We thank everyone who applies but only those selected for an interview will be contacted.



Job Description

Name of Position

Branch Assistant

Classification

Under Review

Summary

Under the supervision of the Branch Assistant-in-Charge is responsible for providing assistance to citizens in accessing all library materials, services, and programs.

Duties and Responsibilities

- As a first point of contact, provides welcoming orientation and guidance to all those wishing to access regional library materials, services, and programs.
- While interacting with the public, promotes library materials, services, and programs to all citizens.
- Provides efficient library service, including reader advisory, reference, referral, circulation, assistance in using library databases, and general public assistance.
- Assists with clerical procedures such as shelving, shelf reading, and ensuring the efficient operation of library routines.
- May be asked to assist with programs including introducing and thanking guest speakers.
- Responsible to make suggestions for materials, service improvements, and programming opportunities as well as communicate any public feedback.
- Responsible for keeping up-to-date on basic technology to be able to provide general assistance to patrons
- To work with library partners as required.
- Other duties as required.

Education

Minimum grade 12

Experience

Minimum one-year satisfactory employment, preferably in a library or other customer service-related role

February 2020