



**Pictou-Antigonish  
Regional Library**

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**NAME OF POSITION**

Reference and Heritage Clerk – New Glasgow Library

**CLASSIFICATION**

Library Clerk I

**POSITION SCOPE**

Under the direction of the Technical Services Librarian, this position is responsible for providing general reference services and specialized genealogical services to the public. Other duties include providing efficient services in circulation and programming at the New Glasgow Library.

**OUTLINE OF RESPONSIBILITIES**

- Responsible for providing general reference services to library patrons using a variety of resources
- Under the direction of the Technical Services Librarian, helps to develop and maintain regional reference services
- Promotes and provides instruction on the use of all library materials
- Responsible for providing specialized genealogical services to the public
- Assists in the development and maintenance of reference materials, including local history and genealogical resources
- Assists in digital projects and other special projects related to local history and genealogy
- Works with technology to engage the public in regard to reference and genealogy services available through the library
- Acts as a liaison with the Pictou County Roots Society and other local historical societies to facilitate cooperation between PARL and these groups
- Provides basic assistance with emerging library technologies such as e-readers, tablets, etc.
- Assists with special and regular library programs.
- Other duties as assigned.

**APPLICATION REQUIREMENTS**

**EDUCATION:** Minimum Grade 12

Library Technician degree and/or a Bachelor of Arts degree will be considered an asset

Knowledge and interest in local history and related resources will be considered an asset

**EXPERIENCE:** An aptitude for and experience working with technology