



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)
Total hours (13-14 hours biweekly)

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 **Monday June 17, 2019** to *Trecia Schell, Community Services Librarian, and Branch Manager - River John Library.*