



Job Advertisement

Name of Position: Branch Assistant (back-up)

Location: The People's Place: Antigonish Town and County Library

Wage: \$14.50 per hour

Hours: This is a back-up position with one regularly scheduled shift per week. Evenings and weekends may be required.

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 **March 22, 2023 to:**

Kristel Fleuren-Hunter, Antigonish Librarian
Antigonish Town and County Library
283 Main Street, Antigonish, B2G 2C3

Or email to kfhunter@parl.ns.ca

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

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.