



Job Advertisement

Name of Position: Branch Assistant (part-time)

Location:

New Glasgow Public Library
182 Dalhousie St.
New Glasgow, NS

Hours: This part-time position follows a regular bi-weekly schedule. Some evenings and weekends are required.

Week 1 = 21 hours

Week 2 = 28 hours

Education: Minimum grade 12

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

Starting wage:

\$13.60/hour

Please send resume and cover letter no later than Friday, November 25, 2022 to:

Attn: Greg Hayward, New Glasgow Library Manager
New Glasgow Library
182 Dalhousie St.
New Glasgow, NS
B2H 4M3

Or email:

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 this position is responsible for providing assistance to library users in accessing all library materials, services and programs.

Duties and Responsibilities

- As 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.
- Provides efficient library service, including readers advisory, information services and 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 setup, teardown and hosting guest speakers.
- Assists with making suggestions for materials and service improvements and programming opportunities, as well as communicating any public feedback.
- Responsible for keeping up-to-date on basic technology to be able to provide general assistance to the public.
- Working 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.

Starting wage:

\$13.60/hour