



# Job Advertisement

**Name of Position:** Branch Assistant (Back-up)

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

**Hours:** This position is casual 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 **July 1, 2022** to:**

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

Or email to [kfhunter@parl.ns.ca](mailto: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.