



EMPLOYMENT OPPORTUNITY

Part-time Permanent Library Clerk

20-24 hours weekly - \$15.03/hr

POSITION SUMMARY

Working mainly at the circulation desk, the Library Clerk is responsible for the areas of (but not limited to): loaning and return of library collection, reference questions, computer usage questions, and general enquiries. The circulation desk is the first point of interaction for all of our patrons, and offering exceptional customer service is of the utmost priority. This position will also require some planning and delivering of library programs for all ages.

GENERAL DUTIES AND RESPONSIBILITIES

- An ability and willingness to work flexible hours, including some evenings and Saturdays
- Circulation desk duties as assigned
- Shelving of books and material as directed, as well as shelf-reading and organization
- A willingness to learn and master new procedures or systems
- Desire to assist patrons of all age groups (including children), intellectual levels, and language levels with courtesy and respect
- Willing to promote and assist in facilitating and preparing library programs and events
- Other duties as assigned

SKILLS AND KNOWLEDGE

- Self-motivated and detail oriented
- Good math and spelling skills, as well as good verbal communication skills
- Strong research skills with both print and online resources
- An ability to function efficiently in Microsoft programs Including: Word, Outlook, Publisher and Excel
- Comfortable with technology (computers and other devices) and can assist patrons with basic questions
- Strong time management, organizational and problem solving skills with the ability to conscientiously meet deadlines

EXPERIENCE AND TRAINING

- Minimum grade 12
- Previous experience in library work or public service is preferred, and a history of volunteering is an asset

WORKING CONDITIONS

- This position may include frequent lifting, bending, reaching, standing, carrying, and exposure to dust
- The position requires a mature adult, comfortable working within a loose team framework
- Successful completion of a criminal records and vulnerable sector check

This position will remain open until a suitable candidate is found. Interested applicants are invited to submit, via email or in person, a detailed resume and cover letter referencing **Library Clerk** to:

Tracy Deets – Library Manager
Beaverlodge Public Library
406 10 Street
Beaverlodge AB T0H 0C0
librarian@beaverlodgelibrary.ab.ca

- Provide at least two work references and one personal reference

The Library appreciates the interest of applicants; however only those applicants who are short listed for an interview will be contacted.