

Thorsby Public Library

Casual/Part Time Library Clerk

The Thorsby Public Library is seeking a vibrant, innovative, motivated, resourceful, and flexible individual. This is a front-line position that involves working in all areas of the library—from shelf reading to organizing programs to assisting a patron on the computer. The successful individual will be comfortable participating/running programs for all age groups. This position is best suited for those individuals who show initiative and are always looking for “things-to-do”. This job is best suited for someone with the flexibility to cover sick days and holidays as well as scheduled shifts.

Duties and Responsibilities

In this position individuals will perform a variety of library duties under the direction of the Library Director:

- Provide professional research, reader’s advisory and e-service assistance to patrons
- Aid patrons in the use of technology including library downloads with mobile devices
- Provide support/development for library programs, collections, and services
- Develop/support/promote library programs, collections, and services
- Provide excellent customer service as part of our library team
- Perform other duties as assigned

Qualifications

- High School diploma minimum
- Library and Information Technology Diploma preferred
- Post-secondary education is an asset
- Public Library experience is an asset
- Satisfactory Vulnerable Sector Check from the Police Service required prior to hiring

Knowledge, Skills Experience and Training

The ideal candidate will possess the following:

- Excellent interpersonal and communication skills with a strong customer service understanding
- Ability to perform duties with professionalism and courtesy
- Knowledge of Facebook, YouTube and other platforms is highly desirable
- Research, reader’s advisory, information fluency
- E-service and technical trouble shooting skills
- Programming skills for all age groups
- Able to work effectively in a team environment
- Able to exercise initiative and judgment
- Proficient in MS Office programs, web-based services, and other applications.
- Current drivers license

Physical Requirements

Library Clerk positions require frequent standing, walking, bending, lifting to 35lbs., reaching to place materials on shelves, and pushing/pulling book carts.

Employment Terms

This is a casual position that requires flexibility and availability that includes evenings and weekends.

Application Process

Please submit your cover letter, resume and three reference contact information by e-mail to:

sparkinson@calmarpubliclibrary.ca

APPLICATION DEADLINE: OCTOBER 25TH, 2024 @ 12:00PM