

JOB OPPORTUNITY - Library Assistant (Temporary, Part-Time, 1 year)

Parkland County Libraries invites applications for a Temporary, Part-time Library Assistant position for 1 year, with the possibility of extension, at the Entwistle Public Library. This individual will be self-motivated and enthusiastic about libraries and will be delivering the best possible library service to the Entwistle community and surrounding areas. Entwistle Public Library is housed in Entwistle School with a shared library. Please visit our website for more information about Parkland County Libraries www.pclibraries.ca

Duties and Responsibilities:

Under the direction of the Library Director,

- Provide welcoming and professional customer service to patrons of all ages.
- Perform circulation duties: checking materials in and out for library patrons, creating new library memberships, and processing hold requests using the integrated library system software.
- Provide readers' advisory and research for patrons
- Assists patrons with devices, equipment and technology
- Assist in the development and implementation of programs for all ages
- General maintenance of the library collection (selection & de-selection of materials, shelving)
- Collaboration with school administration
- Maintains order in the library, both in the physical set-up and behavioral expectations of the patrons.
- Cover shifts at other libraries as needed (Duffield, Keephills and Tomahawk)
- Other duties as required

Qualifications:

- Library and Information Technology diploma or related field from a recognized institution.
- Previous library experience is required
- Proficiency with various library technologies, print and electronic resources, social media, and a variety of computer software programs.
- Strong commitment to quality customer service
- Ability to work both independently and cooperatively
- Able to work with minimal supervision
- Must have a vehicle to travel between library locations and throughout Parkland County.

Employment Terms:

- Position: Temporary part-time (28–34 hours/week) until August, 2020, with possibility of extension. Predominantly afternoons, evenings and weekends.
- Wage will be commensurate with experience and qualifications

Application:

Interested candidates should submit a resume, cover letter, and three references via email, to Kathy Gardiner, Library Director kgardiner@pclibraries.ca

Closing Date: Friday, May 3, 2019

Please Note: Only applicants selected for an interview will be contacted. If you are the chosen candidate, a security clearance check will be required.