

Closing Date: Until Suitable Candidate is Found

Position Summary:

Reporting to the Slave Lake Regional Manager this position carries out circulation duties and provides support to various areas of the Library such as placing patron holds, answering reference inquiries, programming, opening and closing the library, resource ordering and cataloguing, advertising and website maintenance and keeping up facility appearance.

The Branch Library Assistant performs clerical tasks and routines to provide patrons with access to good library service. These tasks are carried out within Library policies, procedures, standards and resources. The Branch Library Assistant is ultimately responsible for all the activities in the Library.

Duties:

- Communicates regularly with the Regional Library Manager regarding anything library or facilities related.
- Plans and implements new, regular and special library programming including long-range program plans.
- Performs clerical duties related to circulation, information service, computer support, reader's advisory, collection maintenance, interlibrary loans, e-resources, shelving, shelf-reading and facing, book displays, memberships, weeding, routine facility maintenance and appearance, equipment maintenance.
- Accepts payment of fines, fees, bookings, and fundraising charges; processes payments through the cash operations system; issues charitable receipts according to Library guidelines.
- Follows established procedures for opening and closing library buildings.
- Conveys in a courteous manner library policies and procedures to the public.
- Promotes library services, programs and fund-raising.
- Enters and updates patron records on computers.
- Participates in community events as a representative of the library.
- Attends required and approved PD opportunities that are related to the position.
- Records, collects and compiles monthly programming statistics and submits to the Manager.
- Budget tracking.
- Other duties as assigned.

Skills and Requirements:

- High School Diploma or Grade 12 Equivalent.
- Excellent oral and written communication skills.
- Good time management, organizational skills as well as the ability to work independently and be self-motivated.
- Flexible schedule.
- Must have transportation and a valid driver's licence.
- If hired, must submit a clear Criminal Record check including a Vulnerable Sector check.
- Familiarity with computers and technology, including and the ability to learn the library automated systems.

Wage: To be determined as per the Library's wage grid

How to apply: Please send your resume to the Library Manager at: librarian@slavelakelibrary.ab.ca or drop off in person at the Slave Lake Library.

We thank all applicants however only those selected for an interview will be contacted.