

Position Title:	On-Call Library Clerk (various locations)
Location(s):	Various – Elmsdale, Mount Uniacke, Stewiacke, Tatamagouche, Truro, and Satellites (Kennetcook and Middle Stewiacke)
Status:	On-Call
Salary:	LCI \$13.21/hour and LCII \$15.58/hour (Step 1 on a five-step scale), depending on classification coverage required
Work Schedule:	Requiring daytime, evening and weekend shifts on an as-needed basis.

Job Summary

Under the supervision of the Branch Manager/Department Head, this position is on an on-call basis to cover for illness, vacation, short-term leaves, etc. Hours could include weekday, evenings, and weekends. Areas of responsibility vary, depending on position being covered.

Duties

- Perform circulation desk duties including registering and updating patron files, lending and receiving materials, answering the telephone and directing calls, and collecting fees.
- Assist public with assorted library equipment, including computers, scanners, STEM equipment, and photocopiers.
- Assists with branch opening and closing procedures.
- Answers reference and directional questions, referring and/or consulting with other staff as required.
- Shelves book and other items; shelf reads.
- Assists with displays and other promotional projects.
- Troubleshoots equipment such as computer, photocopier, and printer, contacting technical staff when needed.
- Performs other related tasks as requested.

Additional Duties/Tasks When Filling in at the LCII Level

- Oversees the maintenance and security of the branch while on duty.
- Opens and closes the library.
- Assists with preparation and delivery of public programming as required.

Qualifications

- Grade 12 and relevant post-secondary studies OR an acceptable combination of education and experience.
- Excellent verbal and written communication skills.
- Proficiency in the use of technology and social media.
- Ability to deal tactfully, patiently, and courteously with public and staff.
- Ability and willingness to work with children.
- Ability to carry, push, and pull boxes of library material weighing approx. 30 lbs. each.
- Ability to work daytime, evening and weekend shifts on an on-call basis.

Application Process

You must specify which location or locations you are applying for in your cover letter. Applicants who fail to do so will not be considered. See Location(s) above.

Please submit resume and cover letter by 5pm Friday, September 30, 2021 to:

Shelley Mattix, Human Resources Administrator
Colchester-East Hants Public Library
754 Prince Street, Truro, NS, B2N 1G9
Email: smattix@cehpubliclibrary.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted. To learn more about the Colchester-East Hants Public Library visit our website at www.lovelylibrary.ca.