

Position Title: On-Call Library Clerk
Location(s): Stewiacke Branch
Status: On-Call
Salary: LSII \$16.91 (Step 1 on a five-step scale).
Work Schedule: Requiring daytime, evening and weekend shifts on an as-needed basis.

Job Summary

Under the supervision of the Branch Manager, or delegate in their absence, 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.
- 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.
- Criminal Record Check, Vulnerable Sector's Check, Child Abuse Registry Check (required).

Application Process

Please submit resume and cover letter **by 5pm Thursday June 25, 2026** to:

Tracy Spence, Human Resources Administrator

Colchester-East Hants Public Library

754 Prince Street, Truro, NS, B2N 1G9

Email: ceh_employment@cehpubliclibrary.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

CEHPL values diversity and inclusion in the workplace. We welcome applications from all qualified candidates including Indigenous Persons, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities, Women (applying for non-traditional positions), and Persons of the 2SLGBTQIA+ community. We encourage applicants from these designated groups to self-identify in the application process.

To learn more about the Colchester-East Hants Public Library visit our website at www.lovemylibrary.ca.