

Branch Assistant - Pictou County Backup

The Pictou-Antigonish Regional Library Board invites resumes with cover letter for the following position:

Branch Assistant - Pictou County Backup

Hours: This position is on an on-call basis (filling in for sickness, vacation, short-term leave, etc.).

- Hours may include weekdays, evenings, Saturdays and Sundays.

Rate of Pay: \$15.00/hour (minimum)

Duties: Regular library duties including circulation, shelving, various clerical duties, and helping patrons locate materials.

- Position also requires answering reference questions, assisting patrons with computer questions, assisting with library programming, and other duties.
- A successful candidate must be comfortable working with limited supervision, and working alone at times.

Requirements:

- Grade 12;
- ability to work well with the public and staff;
- ability to work well with minimal supervision;
- basic computer skills;
- efficient work habits;
- good communication, interpersonal, and organizational skills.

Submit application to:

Trecia Schell, Community Services Librarian

- Mail: Pictou-Antigonish Regional Library
 - P.O. Box 276,
 - New Glasgow, NS
 - B2H 5E3
- Email: tschell@parl.ns.ca
- Fax: (902) 755 – 6775
- In person: submit printed copies, at any of our seven libraries.

Deadline to apply: 28 March 2024

We thank all those who apply, only those selected for an interview will be contacted.



Pictou-Antigonish
Regional Library
www.parl.ns.ca



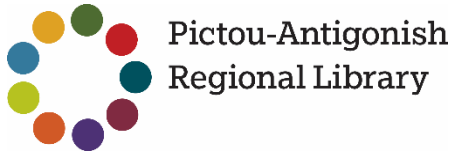
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Job Description

Position: Branch Assistant – Pictou County Backup

Classification: Library Assistant 1

Position Scope

This position fills in for branch assistants who are on sick leave or vacation leave in any one of the five Pictou County branch libraries. The Branch Assistant is responsible for the provision of efficient public library service and is under the supervision of Community Services Librarian.

Outline of Typical Job Duties

- As a first point of contact, provides welcoming orientation and guidance to all those wishing to access regional library materials, services, and programs.
- While interacting with the public, promotes library materials, services, and programs to all citizens.
- Provides efficient library service, including reader advisory, reference, referral, circulation, assistance in using library databases, and general public assistance.
- Assists with clerical procedures such as shelving, shelf reading, and ensuring the efficient operation of library routines.
- May be asked to assist with programs including introducing and thanking guest speakers.
- Responsible to make suggestions for materials, service improvements, and programming opportunities as well as communicate any public feedback.
- Responsible for keeping up-to-date on basic technology to be able to provide general assistance to patrons
- To work with library partners as required.
- This position, from time to time, will be required to work on their own.
- Other duties as required.

Education

Grade 12.

Experience

Minimum one-year satisfactory employment, preferably in a customer service-related role.

Other:

- Maintains active participation in library associations and attends professional development activities as required.
- Completion of both a Child Abuse Registry Check and a Criminal Background Check.

Date Created or Revised: 2024.