

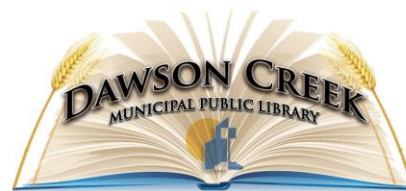
## **Job Posting**

**Job title:** Library Assistant I (casual)

**Term of position:** Ongoing

**Hours of work:** Casual

**Rate of pay:** \$25.54 per hour. This is a CUPE position



### **Duties will include:**

- Circulation desk duties
- Check-in and check-out library items
- Issuing patron cards
- Processing fines
- Placing items on re-shelving carts
- Assisting patrons on public internet computers
- Answering the phone
- Answering reference questions
- Photocopying/scanning
- Basic book repairs (taping)
- Limited supervision of library Page staff
- Using cash register/debit machine
- Cash out at end of library day
- Other duties as assigned by the library manager

### **Qualifications and Education Requirements:**

- Library technician diploma preferred.

### **Preferred Skills:**

- Library circulation experience
- Excellent computer and internet knowledge
- Excellent customer service skills
- Excellent communication skills
- Must be comfortable working in a supervisory position. Must be able to problem solve and handle customer concerns or complaints in a mature, professional and respectful manner.

Please submit a resume and covering letter with the subject "Library Assistant application" to Pamela Morris, library manager, at [info@dclibrary.ca](mailto:info@dclibrary.ca) . The posting will remain open until July 14, 2023. We thank all applicants, however only those chosen for an interview will be contacted.

\*The successful candidate will be required to complete a criminal record check.