



## **Casual/Part Time Library Clerk**

The Calmar Public Library is seeking a vibrant, innovative, motivated, resourceful, and flexible casual/part-time individual. The individual best suited for this position is one that can work in all areas of the library, from shelf reading to organizing programs, to assisting a patron on the computer. Those individuals with the flexibility to cover sick days and holidays as well as scheduled shifts, are best suited for this position.

### **Duties and Responsibilities**

In this position individuals will perform a variety of library duties under the direction of the Library Manager:

- Provide professional research, reader's advisory and e-service assistance to patrons.
- Provide assistance to patrons in the use of technology including library downloads with mobile devices.
- Provide support/development for library programs, collections, and services.
- Promote library programs, collections, and services.
- Provide excellent customer service as part of our library team.
- Perform other duties as assigned.

### **Qualifications**

- Library and Information Technology Diploma preferred.
- Post-secondary education is an asset.
- High School diploma minimum.
- Related education or training.
- Satisfactory Vulnerable Sector Check from the Police Service required prior to hiring.

### **Knowledge, Skills Experience and Training**

- Public Library experience is highly desirable.
- Research, reader's advisory, information fluency.
- E-service and technical trouble shooting skills.
- Programming skills for all age groups.
- Able to work effectively in a team environment.
- Able to exercise initiative and judgment.
- Proficient in MS Office.
- Prior experience with an ILS, preferably Polaris.

### **Employment Terms**

This position is part time/ casual requiring flexibility and availability that includes evenings and weekends.

### **Application Process**

Please submit your cover letter, resume and three references by e-mail to:

[sparkinson@calmarpubliclibrary.ca](mailto:sparkinson@calmarpubliclibrary.ca)

**Deadline for applications is 4:00 pm on Friday, July 3<sup>rd</sup>, 2020. No phone calls please.**