

Job Title:

On-Call Circulation Assistant

Date:

November 2023

Description:

The Camrose Public Library is looking for a couple of heroes who can save the day by jumping in on short notice to help our community with all of their information needs.

Job Summary:

The Camrose Public Library is located in the city of Camrose Alberta, and serves a population of ~20,000. CPL is a part of the Parkland Regional Library System.

We need someone who loves to help people, who can think on their feet and has a knack for figuring out tech problems. The right person for this job thrives on working with people of all ages and backgrounds, and communicates well with everyone. This position is an On-Call position, so if you enjoy picking up shifts with a tight turn around and want to work with some great people, this job is for you!

You will spend most of your time at the service desk where you will check items in and out, answer reference questions (particularly tech related ones), reader's advisory queries and connect patrons to CPL programming and services. You may need to shelve books as well, so any familiarity with the Dewey Decimal system or our collection would be helpful.

Duties and Responsibilities Include:

- 1) Interact with patrons to provide outstanding customer service
- 2) Check-in/check-out materials

CONNECT. CREATE. CAPTIVATE.

- 3) Answer Reference questions including questions on e-resources and other technology
- 4) Answer Reader's Advisory questions
- 5) Assist patrons on Public Computer stations as needed
- 6) Process hold and transit materials
- 7) Perform other related duties as required.

Physical Job Components:

- Standing, walking or sitting for long periods of time.
- Reach, stoop and kneel and to shelve and retrieve books
- Carrying materials weighing up to 25 pounds.
- Using keyboards, touchscreens, mice and other library equipment.
- Being able to communicate with patrons who may be hard of hearing, have limited vision, heavy accents, who are new to English, or have limited literacy.
- Reading patron computer and phone screens, and reading fine text.
- Repetitive hand, arm, and body movements.
- Pushing a loaded book cart.

Minimum Qualifications:

- Customer Service experience necessary.
- Experience with technology.
- Experience and comfort working with all ages.
- Fluent in written and spoken English.
- If chosen as successful candidate, must provide a current Police Check and Child Intervention Record Check every 3 years.

Assets:

- Available for evening and weekend shifts.
- Library experience.
- Fluency in languages other than English.

Hours of Work:

- This position has no guaranteed hours. You will be contacted and offered shifts along with other members of the On-Call list as shifts become available. You are free to turn down any shifts that you cannot commit to.
- Includes Day, Evening and Weekend Shifts

Compensation:

The hourly wage for this role ranges from \$19.10 - \$23.58

Supervisor:

- Manager of Library Services

Closing Date for Submissions:

November 29 2023. Please submit both a cover letter and resume as one PDF file through [our portal](#). Any questions should be submitted to the Director, Alyssa Martin at amartin@prl.ab.ca