



Job Title: Library Clerk

We are seeking a **part-time casual Library Clerk** to provide **on-call support** primarily for **staff coverage during sick leave, vacation periods, and other absences**. This role plays a vital part in ensuring the continuity of library services during times of reduced staffing.

As a casual employee, work hours are **not guaranteed** and will vary depending on the needs of the library. Shifts may be offered on **short notice**, and availability during weekdays, evenings, and/or weekends is preferred.

The ideal candidate is **flexible, reliable**, and comfortable working independently or as part of a team. Duties may include assisting patrons, shelving materials, checking items in and out, maintaining an organized and welcoming environment, and supporting library programs and services as needed.

This position is well-suited for someone looking to gain experience in a library setting and who enjoys a dynamic, service-oriented work environment.

Reporting to the Library Manager and Assistant Manager, the library clerk is a library superhero, ensuring everyone feels at home. They help people borrow and find books, keep everything organized, and make sure the library sparkles. They're also great at answering questions, helping with research, and making sure everyone has a great time. With their super knowledge of the library's collection, they're always ready to give top-notch service to all visitors.

Scheduling: This is a casual part-time position. This position will include varying schedules, including days, evenings, and weekends.

Compensation: \$18.22 - \$20.51, depending on applicant qualifications and experience.

Responsibilities:

Library and Administrative Services

- Performing various clerical duties, including contacting patrons regarding holds and overdue items, collecting and recording library statistics, completing and filing paperwork as necessary, and accepting and recording money taken into the library.
- Assist with receiving materials upon request.
- Perform opening and closing duties.
- Attend meetings when necessary.

Public Services

- General library maintenance, including shelving, shelf reading and straightening books, creating and maintaining displays.
- Circulation desk duties, including charging and discharging circulating materials; and mailing PRLS and ILL materials.



- Assist patrons in utilizing all library services, including memberships, resource and information retrieval, public computers and internet, printing and photocopying services, and programming.
- Maintain excellent public relations with library users, the community, and Town staff.
- Knowledgeable of in-house services, programs, and technologies and various town services

Qualifications

- High school diploma
- Have an enthusiastic ability to provide excellent customer service.
- Detail oriented.
- Able to multi-task.
- Experience in library operations, technical services, and collection development considered an asset
- Demonstrate excellence in using communication and interpersonal skills.
- Have the ability and knowledge to assist customers with the use of technology, devices, information resources (print and electronic), and in the use of various service applications and web-based platforms.
- Possess effective and creative problem-solving and troubleshooting skills.
- Have the ability to contribute positively and work effectively within a team environment.
- Be committed to upholding the Canadian Federation of Library Associations' position statements on [Intellectual Freedom](#) and [Diversity and Inclusion](#).

Job Requirements

- Lifting and pushing up to 10 kg of library materials
- Ability to squat, kneel, bend, and raise arms above shoulders
- Repetitive hand movement for extended periods of time
- Standing for extended periods of time
- Works at off-site locations, as required
- The ability to provide a recent criminal record check.
- Satisfactory Vulnerable Sector Check from the Police Service.