



## **JOB POSTING**

### **On-Call / Casual Clerk 1**

The Rocky Mountain House Public Library is looking for an outgoing, community-minded individual to join our team and help deliver public library service. If you love to provide excellent customer service, help people find what they're looking for, and promote life-long learning, this is the position for you!

#### **POSITION SUMMARY**

Under the direction of the Library Manager & Assistant Manager, this position provides library circulation services.

#### **RESPONSIBILITIES**

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

##### **Duties**

- Checks-in and checks-out library materials.
- Packs and unpacks library materials and clears book drop.
- Registers community members for library cards.
- Accepts payments of cash, cheque and debit transactions.
- Answers and directs patron enquiries.
- Processes incoming and outgoing requested materials.

##### **QUALIFICATIONS**

- Grade 12 plus some prior experience working in a library environment an asset.
- Familiarity with Dewey Decimal Classification System.
- Proficiency in current computer technology.
- Basic knowledge of literary forms.
- Demonstrated excellence in interpersonal skills with a strong service orientation.
- Strong communication and organization skills.
- Familiarity with an automated library system an asset
- Previous work experience in a library an asset

**Please state whether the above application requirements are met in your resume and/or cover letter.**

Starting hourly rate of pay: \$19.50

Regular Schedule: On call as required

Direct your cover letter and resume to Library Manager, Ben Worth, at [ben.armh@prl.ab.ca](mailto:ben.armh@prl.ab.ca)

Competition closes: Friday, August 8, 2025

All appointments will be conditional on an acceptable criminal records check including a vulnerable sector search, as well as a child intervention record check. More information is available during interview.

**Rocky Mountain House Public Library hires on the basis of merit and is committed to employment equity.**

**We encourage all qualified persons to apply and self-identify.**

We thank you for your interest in employment with Rocky Mountain House Public Library, however, only those candidates selected for an interview will be contacted.

Posting Date: July 24, 2025