



**JOB POSTING**  
**Permanent Clerk 1**  
**Between 30 - 38 hours biweekly**

The Rocky Mountain House Public Library is looking for an outgoing, community-minded individual to join our team. 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

**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: Variable depending on the availability of suitable candidate. May include evenings and weekends. 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, June 20, 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: June 13, 2025