



JOB POSTING

Permanent Clerk 2

Up to 62 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 leads acquisitions and materials processing duties as well as 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

- In collaboration with the Library Manager, selects materials for order.
- Maintains a materials processing and collection inventory record.
- Updates, edits and merges bibliographic records and holdings in integrated library system.
- Prepares acquisitions for lending (e.g., applies proper labels, barcodes, protective covers, etc.)
- Checks-in and checks-out library materials
- Packs and unpacks library materials and clears book drop
- 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.
- 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: \$23.40

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

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