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 & Assisant Manager, this position provides library circulation services.

RESPONSIBILITES
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
Competition closes: Friday, November 20th, 2026

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: November 6th, 2026