



Town of Sylvan Lake Library Board Library Clerk's Job Description

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.

Schedule: This position will include varying schedules, including days, evenings, and weekends.

Compensation: \$17.62 – \$22.53 per hour, depending on applicant qualifications.

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

- Have an enthusiastic ability to provide excellent customer service
- Be committed to upholding the Canadian Federation of Library Associations' position statements on [Intellectual Freedom](#) and [Diversity and Inclusion](#)
- Demonstrate excellence in using communication and interpersonal skills
- Have the ability to contribute positively and work effectively within a team environment
- 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
- Be comfortable with facilitating customer programs using new technologies



- Possess effective and creative problem solving and trouble-shooting skills

Job Requirements

- Standard First Aid
- The ability to provide a recent criminal record check

Physical Demands & Working Conditions

- 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