



Part-Time Library Assistant

The Fort Saskatchewan Public Library is looking for an energetic, enthusiastic and reliable individual to provide excellent customer service within a fast-paced environment. Previous public library experience and customer service are preferred.

- \$19.00 per hour
- Approximately 12-15 hours per week.
- The successful applicant must be able to work a flexible schedule including most weekends, days, and evenings.

Duties:

- Check-in and checkout of materials.
- Register new patrons or renew their memberships making sure their information is updated accurately in the library's database.
- Collect money for overdue, damaged or lost materials
- Provide readers' advisory services, reference and catalogue searching to patrons.
- Provide assistance for internet use and printing.
- Assist with library programs
- Other duties as assigned.

QUALIFICATIONS

- High School Diploma required.
- Working knowledge of Microsoft Office and the Internet are required.
- Previous experience in a public library environment and customer service experience, is preferred.
- Reference, reader's advisory and programming experience an asset.
- Strong interpersonal and communication skills are essential.
- Accuracy and attention to detail, and good time management skills are essential.
- A positive customer service attitude and the ability to multi-task are necessary.
- Library Technician Diploma is an asset.

Application deadline for review: Thursday, May 31, 2018. However, the position will remain open until a suitable candidate have been found.

Please submit resumes, with cover letter, via email (WORD or PDF format), fax, or in person to:

Kerri Twigge, Operations Manager
Fort Saskatchewan Public Library
10011 - 102 Street
Fort Saskatchewan, AB T8L 2C5
ktwigge@fspl.ca
Tel: 780-998-4275
Fax: 780-992-3255

We thank all applicants for their interest, however, only those selected for interviews will be contacted.