



Fort Saskatchewan Public Library Part-time Library Assistant

Terms of Employment:

This position is part-time with 20-24 hours per week, involving daytime, evening, and weekend shifts. The wage is \$19.38 per hour, paid on a bi-weekly basis.

Under the direction of the Operations Manager, the Library Assistant provides customer service to library patrons in the form of membership registration, account maintenance, checking library materials in and out, renewing items, collecting fees for damaged materials, providing help with the online catalogue and placing requests. The ideal Library Assistant is tech savvy, providing help with internet use, printing, online resources, and makerspace technologies.

Duties and Responsibilities:

- Provide excellent customer service within a fast-paced environment
- Register patrons and renew memberships with accurate data entry
- Provide readers' advisory services, reference and catalogue searching to patrons.
- Provide assistance for internet use, printing, and use of the library's online resources.
- Accurate handling of materials for check in and requests.
- Assist with finding requested items, and checking returned items for damage.
- Assist with regular cleaning of the catalogue stations, public computers, and self check stations.
- Other duties as required

Qualifications, Knowledge and Skills:

- High School Diploma
- Previous customer service experience
- Availability and flexibility for daytime, evening, Saturday and Sunday shifts
- Working knowledge of Microsoft Office, and the Internet
- Strong interpersonal and communication skills
- Accuracy, attention to detail, and good time management skills
- A positive customer service attitude and the ability to multi-task
- Responsible and reliable.
- Physical ability for repetitive motions, standing, walking, reaching, lifting and bending.
- Previous experience in a public library environment an asset.
- Library Technician diploma an asset.

Application Details:

Successful candidates will need to provide a Criminal Records Check and Driver's Abstract.

Interested applicants are invited to submit a cover letter and resume to:

Kerri Twigge, Operations Manager
Fort Saskatchewan Public Library
10011 102 Street
Fort Saskatchewan, AB T8L 2C5

Email: ktwigge@fspl.ca

Deadline for application:

- **Sunday, December 12, 2021**

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