



Fort Saskatchewan Public Library Part-time Library Assistant Position

Terms of Employment:

This position is part-time, with 18-30 hours per week, involving daytime, evening, and weekend shifts. Hourly wage is \$19.58 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, online resources, printing, 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 direction for internet use, and printing.
- Provide assistance and training for use of the library's online resources.
- Provide direction for use of makerspace technologies and items.
- Accurate handling of materials for check in and requests.
- Provide readers' advisory services, reference and catalogue searching to patrons.
- Assist with finding and checking in requested items, and checking returned items for damage.
- Other duties as required

Qualifications, Knowledge and Skills:

- High School Diploma required.
- Previous customer service experience and a positive customer service attitude.
- 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.
- Tech savvy, with online resources and makerspace technology experience.
- 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 is an asset.

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:

- **Wednesday, September 28, 2022**

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