



## **Library Assistant Permanent, Full Time**

The Fort Saskatchewan Public Library is looking for an energetic, enthusiastic and reliable individual to provide public service, maintain Library collections, and to coordinate and present programs for all ages.

- \$23.10 per hour
- 37.5 hours per week
- Starting date: January 2025 TBD
- Must be able to work a flexible schedule of days, evenings, and weekends.

### **Duties**

- Participate in overall Library service delivery
- Work at circulation desk
- Selecting and managing physical collection(s)
- Provide readers' advisory and reference service to all users
- Plan, organize, promote and present programs for all ages
- Plan, organize and present library tours and external visits, as required, to promote programs and services the Library can provide
- Promote Library programming services to schools, organizations, individuals and the community as a whole throughout the region
- Liaise with other libraries and organizations to coordinate joint programs and promotions
- Other duties as assigned

### **Qualifications**

- An Information Management/Library Technology diploma or a directly related diploma, or an undergraduate degree from a recognized institution.
- Experience in the use of Microsoft Office programs and internet applications.
- Experience with a wide variety of creative technologies is preferred.
- Experience in providing reference services and readers' advisory services is preferred.
- Knowledge of public library trends, services, and best practices.
- Valid Alberta Operator's License.

**Application deadline** for review: Friday, December 27, 2024

Please submit resumes, with cover letter, via email or in person to:

Tricia Wall, Library Director  
Fort Saskatchewan Public Library  
10011 – 102 Street  
Fort Saskatchewan, AB T8L 2C5  
[careers@fspl.ca](mailto:careers@fspl.ca)  
Tel: 780-998-4288