

Castlegar & District Public Library

Casual on Call Librarians

March 9th , 2018

The Castlegar & District Public Library has an opening for two on-call librarian positions.

JOB SUMMARY

Reporting to the Library Director, the successful candidates will be responsible for all aspects of circulation of materials to users, including overseeing volunteers, providing reference and readers' advisory service, collection repair and maintenance, overdue processing, preparing items for shipment, and interlibrary loans. Casual librarians are offered shifts based on operational needs in accordance with seniority.

ESSENTIAL QUALIFICATIONS

- Completion of college diploma in Library Information and Technician Program or completion of current online version of Community Library Training Program
- Communication skills sufficient to understand both written and verbal directions
- Experience working in a library preferred
- In-depth knowledge of bibliographic database searching an asset
- Knowledge of library information technology, union catalogues, and library location tools
- Proficient computer skills
- Evidence of effective customer service, organizational, interpersonal, communication, judgment and decision-making skills
- Ability to work effectively within a multi-disciplinary team
- Flexible, self-directed and able to work effectively with minimal supervision

SALARY & BENEFITS

As per CUPE contract, for a "Casual Librarian." Evening and weekend work required.

CLOSING DATE: Thursday March 21, 2018

Please submit resumes with cover letter:

Attention to:

Kimberly Partanen

Library Director

E-mail: director@castlegarlibrary.com