

## Castlegar & District Public Library

### On-Call Casual Library Staff

October 29, 2021

The Castlegar & District Public Library has an opening for a casual on-call library staff member.

#### **JOB SUMMARY**

Reporting to the Library Director, the successful candidate will be responsible for all aspects of circulation, providing reference and readers' advisory service, assistance with technology, collection repair and maintenance, overdue processing, preparing items for shipment, and interlibrary loans.

#### **ESSENTIAL QUALIFICATIONS**

- Diploma in Library and Information Technology
- Experience working in a library setting
- Communication skills sufficient to understand both written and verbal directions
- 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**

27.80 per hour plus 13.5% in lieu of benefits as per CUPE contract.

**Hours:** Shifts vary to cover holiday time and may include evening and Saturday hours.

**CLOSING DATE:** Open until filled.

Please submit resume with cover letter:

#### **Attention**

Kimberly Partanen

Library Director

E-mail: [director@castlegarlibrary.com](mailto:director@castlegarlibrary.com)