# Job Posting: Library Assistant

The \_\_\_\_\_\_\_\_ Library is seeking a Library Assistant to support the efficient functioning of the Library Circulation Desk; the functional and organized condition of Library spaces, equipment, and collections; assist with administrative tasks; and provide direct service to patrons. This position includes regular evening and weekend work.

\_\_\_\_\_\_\_\_\_\_\_\_ Library serves a population of approximately \_\_\_\_\_\_\_residents from the Town and surrounding area. The Library is a proud member of the Parkland Regional Library System and The Alberta Library.

The successful candidate will have:

## Required

* Excellent computer skills
* High attention to detail with high standards for order and neatness
* Demonstrated exceptional customer service ethic
* Ability to maintain professional standards in high-stress situations
* Demonstrated ability to work in a team environment
* Current criminal record check, including vulnerable sectors

## Preferred

* 1-2 years of public library experience
* Knowledge of Library Circulation and Interlibrary policies and procedures in Alberta

Terms - This is a permanent part-time position, working up to 30 hours per week.

Rate of Pay - Hourly range: $XX.00 - $XX.00

To Apply

Interested candidates should send a cover letter, resume, and three references to:

[Insert contact info here]