



## **Eastern Counties Regional Library Job Posting Library Assistant at Canso Public Library**

**Eastern Counties Regional Library is looking for someone who enjoys helping people and has excellent computer and communication skills to work part-time (37 hours bi-weekly) at the Canso Public Library.**

### **Duties to include (but not limited to):**

- **Responsible for offering equal services to everyone in a welcome and inclusive environment.**
- **Responsible for the circulation of library materials with special attention paid to maintaining the privacy of library users.**
- **Responsible for administrative tasks including communicating branch supply requests, operating a payment system, recording and reporting of statistics, shelving and maintaining order of the library collection, and more.**
- **Responsible for communicating with the public about library services and branch-specific information.**
- **Responsible for planning and carrying out programming for children and adults (e.g., storytimes, author readings, technology lessons).**

### **Notable Physical and Mental Demands**

#### **Physical demands:**

- **Lifting and moving boxes weighing up to 20 lbs**
- **Frequently required to walk**
- **Reaching, bending and lifting to retrieve and shelve materials**

#### **Mental demands:**

- **Particular attention to detail and accuracy required. Must continuously follow safety procedures**
- **Brief and long periods in front of a computer monitor**
- **Becoming familiar with a continually expanding and changing collection and retaining ability to use a wide variety of resources**
- **Particular sensitivity to nature of reference work and requirement to maintain confidentiality**

## **Skills and Competencies Required**

- **Reports honestly and reliably, exercising sound judgment in bringing issues to the attention of supervisor.**
- **Maintains a professional attitude in interactions with public, staff, and administration.**
- **Engages in continuous self-directed learning to improve skills, with an emphasis on computer, software, and other technology skills.**
- **Brings an understanding to the work that regardless of people's differences (sexual orientation, gender expression, cultural background, race, disability, etc.) they are all entitled to equal treatment and equal service.**
- **Organizes workload efficiently with attention to detail.**
- **Must have a valid Nova Scotia driver's license.**
- **Must be able to work Saturday's.**

## **Assets**

- **Post-secondary education preferred.**
- **Customer service experience an asset.**
- **Library experience or Library diploma an asset.**
- **Cultural knowledge or lived experience an asset.**

**Posted: April 1, 2025**

**Application Deadline: April 18, 2025**

**Wage: \$19.10/hr**

**Job Classification: Library Assistant**

**Reports to: Director, Communications and Engagement**

**Eastern Counties Regional Library is an equal opportunity employer. If you need assistance or an accommodation due to a disability, you may contact us at [jobs@ecrl.ca](mailto:jobs@ecrl.ca). Only those applicants who are shortlisted for an interview will be contacted. Eastern Counties Regional Library reserves the right to withdraw the competition if a suitable candidate cannot be found. Please submit by email a cover letter stating your qualifications and interest in the position with a resume and three work references to:**

**Michelle Greencorn, Director, Communications and Engagement**

**Eastern Counties Regional Library**

**Email: [jobs@ecrl.ca](mailto:jobs@ecrl.ca)**