



Eastern Counties Regional Library Job Posting Library Assistant at Coady & Tompkins Memorial Public Library- Margaree Forks, NS

Eastern Counties Regional Library is looking for someone who enjoys helping people and has excellent computer and communication skills to work part-time (60 hours bi-weekly) at the Coady & Tompkins Memorial Public Library in Margaree Forks, NS.

The successful candidates regular weekly schedule will be Wednesday-Saturday 9:45am-6:15pm.

Duties to include (but not limited to):

- **Responsible for offering equitable service in a welcoming 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.**
- **Reaching, bending and lifting to retrieve and shelve materials.**
- **Brief and long periods in front of a computer monitor.**

Mental demands:

- **Particular attention to detail and accuracy is required.**
- **Must maintain familiarity with a continually expanding and changing collection and retain the ability to use a wide variety of resources.**
- **Particular sensitivity to nature of reference work and the requirement to maintain confidentiality.**

Requirements

- Reports honestly and reliably, exercising sound judgement 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.

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 5, 2024

Application Deadline: April 26, 2024

Wage: \$18.91/hr

Job Classification: Library Assistant

Reports to: Public Services Manager

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. 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, Public Services Manager

Eastern Counties Regional Library

Email: jobs@ecrl.ca