



## Eastern Counties Regional Library Job Posting Library Assistant at Port Hawkesbury 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 (36 hrs bi-weekly) at the Port Hawkesbury 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.
- 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.
- Must be able to work Saturday's.

## Assets

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

**Posted: November 21, 2022**

**Application Deadline: December 5, 2022**

**Wage: \$18.18/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](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:

**Amanda Campbell, Public Services Manager**

**Eastern Counties Regional Library**

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