

# Western Counties Regional Library

## Position: Library Branch Clerk (Bilingual) – Pubnico Branch

Western Counties Regional Library (WCRL) is seeking a motivated, dynamic individual to join its organization.

Through its various partnerships and initiatives, WCRL strives to provide programs and services that have a positive impact on people's lives while being a focal point and cultural hub for the communities it serves. Our 10 library branches and online library provide public library services to approximately 56,000 people including two distinct Acadian populations.

### Purpose

Provide library services, which include helping patrons find materials, providing help with basic public computer needs, and supporting patron use of library mobile applications. Working within the regional library system to develop and deliver programs.

### Duties and Responsibilities

- Provide customer service to patrons
  - Provide information to patrons regarding library materials and services
  - Guide patrons in browsing the collection both in person and online
  - Troubleshoot basic technology inquiries including virtual library applications
  - Provide outreach services to local organizations
- Circulate library materials
  - Check out materials for patrons and receive returned materials
  - Process deliveries from other library branches
  - Prepare items for delivery to other branches
  - Shelf materials according to library procedures
- Develop and delivers programs
  - Plan and deliver regular programs in consultation with branch manager
- Ensure consistency of library routines and services
  - Open and/or close branch
  - Follow all health and safety policies and procedures
  - Facilitate public computer bookings
  - Enter daily statistics accurately
  - Undertakes other library initiatives and tasks assigned by supervisor

## **Qualifications, Requirements & Experience**

- Grade 12 required
- Ability to speak, read and write in French
- Satisfactory Police Record Check and Child Abuse Registry Check required upon hiring
- Clear driver's license

## **Skills**

- Strong interpersonal skills
- Strong communication skills, including on the phone
- Knowledge of office-related computer programs and mobile applications
- Ability to prioritize and co-ordinate tasks
- Professional demeanor and work ethic
- Detail oriented

## **Working Conditions**

Availability to work weekdays, evenings and weekend hours required.

## **Physical Requirements**

Lift boxes of books up to 25 lbs.

## **Position Type**

This is a permanent, part-time Union position.

- Wages: \$19.37 to \$19.62 hourly
- Hours of work: 48.00 hours bi-weekly
- Anticipated start date: February 24, 2025

## **Closing Date**

Wednesday, January 22, 2025 at 4:30 pm

An application form can be obtained from any of Western Counties Regional Library's 10 branches, or at <https://westerncounties.ca/wp-content/uploads/2022/07/Employment-Application-Form.pdf>

Please submit your application form, cover letter and resumé by e-mail to [officemanager@westerncounties.ca](mailto:officemanager@westerncounties.ca):

For further inquiries, please contact the Office Manager at 902-742-2486 x 221