

Job Title: Library Assistant I (LA 1) - Public Services Department



****Please note: this could be multiple positions dependent on recruitment of staff for a separate posting. Please specify, in your cover letter, if you have a preference for full time (avg. of 35hrs/week) or part time (avg. of 17.5hrs/week) hours.**

Competition #: 2021-15

Posted: Thursday, September 16, 2021

Deadline: Friday, September 24, 2021 - 5PM

Hours of Work: This position includes daytime, evening, and weekend shifts. The position will begin as soon as a suitable candidate is found.

Wage Range: \$17.23 - \$19.15 per hour

WHAT WE'RE LOOKING FOR:

Red Deer Public Library is seeking an outgoing, energetic, knowledgeable, customer-oriented individual to fill a position in the Public Services department. If you are dedicated to providing excellent service levels in a busy, supportive team environment, then we have a place for you!

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Public Services Manager, the successful candidate(s) provides paging services for all branches of the library, basic directional assistance to our visitors and patrons, as well as assisting with limited duties on the Member Services desk.

Specific duties include:

1. Performing shelving and shelf-reading in compliance with the organizational Paging standards.
2. Providing directional assistance to patrons.
3. Ensuring that materials are in excellent physical condition by removing damaged or mislabelled materials from the shelves.

4. Assisting with basic desk duties, including (but not limited to) discharging items, collecting and processing holds, opening and closing of the desk/branch, assisting staff with community outreach, and answering telephones.
5. Assisting with orientation of new staff.
6. Performing all of the general duties and responsibilities of the Shelver position.

QUALIFICATIONS, TRAINING, AND EXPERIENCE:

1. High school diploma, and proof of interest in pursuing secondary education.
2. Excellent problem solving and communication skills (oral and written).
3. Ability to quickly organize materials in numerical and alphabetical order.
4. Attention to detail and organizational skills.
5. Exceptional customer service skills.
6. Ability to relate to coworkers in a courteous, helpful manner.
7. Computer skills in a networked Windows environment including Office, Google Apps, and web-based services.
8. Self-directed. Able to work either independently or as part of a team.

PHYSICAL REQUIREMENTS:

Physical requirements of the Library Assistant position include frequent and prolonged standing, walking, and bending; lifting library materials up to 25 kgs; reaching to place materials on shelves; and pushing and pulling book carts up to 45kg.

Please submit a cover letter and resume to **jobs@rdpl.org** citing **Competition #2021-15 by 5pm, Friday September 24, 2021.**

A current, acceptable, Criminal Records Check is required. Cost of the check is the responsibility of the applicant and would be required if acceptance of an offer of employment is made.

Thank you to all candidates for their interest but only those selected for an interview will be contacted.