

Job Posting:

Job Title: Library Assistant

Report to: CEO

Term: 6 months/ Maternity leave

Closing Date: September 8/ 2017

Pembroke Public Library is searching for a creative and dynamic individual with demonstrated enthusiasm towards the mission of PPL for the position of Library Assistant. This position is for 6 months term for filling a maternity leave.

PPL blends the best of traditional library services with innovative programs, spaces and technologies. PPL promotes a welcoming and inviting library environment and provides excellent customer service in person, on line, on the phone, and in the community.

This position functions chiefly under the direction of the CEO. The person in this position is responsible for: ordering all library material formats: (books and, audio visual) receiving and processing those shipments, collaborating with CEO on special orders and exceptions, maintaining the invoice record, spreadsheet/tracking and filing of library material orders, DVD Pools, de-selecting books, shipping to Better World Books, and other Library tasks are as assigned.

This position also requires providing assistance for library users in the day to day provision of circulation services; providing reader's advisory and reference service using traditional and electronic resources; working in a team environment and providing service to library users through face to face, phone, and e-mail interactions that are professional, courteous and service oriented.

Other duties include assisting patron inquires such as setting up and registration of library accounts, handling cash transactions, assisting with reserve materials, applying library policies and procedures as appropriate and demonstrating judgement and problem solving with the interpretation and application of procedures and policies.

Qualifications:

- College or technical training i.e Library and Information Technician, some college or university courses considered an asset. Relevant work experience. Strong computer skills in Windows/Microsoft based programs.
- Skills in common social networking and online collaboration tools.
- Demonstrated knowledge of library services preferred.
- Communicates with strong interpersonal, oral and written communication skills.
- Possess technical skills and protocols for communicating electronically.
- Must possess decision making, critical thinking, and problem solving skills.
- Be energetic, creative, detail-oriented, and demonstrate high organizational and time management skills.
- The ability to work in a team/multi-task, open office environment and independently are essential.
- Must be flexible, with the capacity to adapt to change with a sense of optimism and opportunity.

This opportunity requires daytime, evening and weekend shifts (based on work schedules) the successful candidate will be required to obtain a criminal record check for work with the vulnerable sector.

Interested candidates please send your resume and cover letter to krajamani@pembrokelibrary.ca