



LIBRARY ASSISTANT – PART TIME TEMPORARY

The Fort Erie Public Library Board seeks a part time TEMPORARY Library Assistant. The position requires strong public service and interpersonal skills and the ability to work with a dedicated team of Library Staff. The position is responsible for the provision of readers advisory, information services, circulation services and a range of other desk duties.

Qualifications:

- A Bachelor Degree or Community College Library Technician Diploma
- Minimum of one year of public service experience in a public library or public service industry with an emphasis on customer service skills.
- Good verbal communication skills.
- Knowledge of reference interview and readers advisory techniques.
- A familiarity with the range and scope of information found in a public library.
- A familiarity with the range and scope of technological devices and technology in libraries.

Responsibilities:

- Provides assistance to library users in a manner that is warm, welcoming and respectful.
- Provides readers advisory and assists library users in accessing the library's print and electronic resources.
- Provides basic instructions and assistance to users with the library's public access technology, peripherals, devices and networks.
- Performs regular circulation duties including, but not limited to: the checking in and out of all library materials, the registering and updating of library user membership records, the collecting of overdue fines and other related library fees, the placing of reserves on requested materials, preparing reserve materials for distribution, answering telephone calls and ensuring that public use equipment is operational.
- Performs duties as required at all service points.
- Will be required to work at any of the Fort Erie Public Library locations.
- Will be required to work a varied schedule of 20 – 24 hours a week which includes evenings and Saturdays.
- Valid Driver's License is required.
- Offers of employment will be conditional on the successful candidate providing at their own expense, a current, satisfactory criminal reference check prior to commencing employment.

WE THANK ALL APPLICANTS FOR THEIR INTEREST, HOWEVER ONLY THOSE BEING CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED.

Email resume to: Maria Brigantino, Business Administrator:
mbrigantino@fepl.ca

DEADLINE DATE: March 20, 2020