

POSITION TITLE: Information Desk Assistant, Adult Services

Department

POSTING TYPE: Internal and External



At the heart of a vibrant urban/rural community of 100,000, Strathcona County Library (SCL) encourages literacy and lifelong learning, fosters community connections, and offers programs and services that inform, engage, and entertain. SCL provides excellent and accessible services from our Central Library in the Community Centre, our award-winning Bookmobile, and via satellite return centres located throughout the community. Opportunities abound to provide creative programs and services for young families, engaged seniors and all of the age groups in between. We offer a strongly collaborative team-based environment and the flexibility to maintain a good work/life balance. We are committed to fostering the principles of equity, diversity, and inclusion within our workforce and community. We welcome and encourage all qualified applicants.

EMPLOYMENT TERMS

This is a full-time, temporary 35 hours/week, salaried position that includes benefits. This position involves working a variety of shifts including weekdays, evenings and weekends.

Pay Range: The pay range is \$32.60- \$40.78 per hour, paid on a bi-weekly basis.

Anticipated Start Date: Jan. 27, 2025 or a date to be determined in consultation with the successful applicant.

End Date: July 19, 2025

Reports to: Assistant Manager, Adult Services

DUTIES AND RESPONSIBILITIES

- Provides professional research, reader's services, and information assistance to patrons of all ages.
- Provides support for library e-services and digital literacy activities.
- Assists with the maintenance and merchandising of adult collections including creating book displays, compiling booklists, and completing personalized reading lists.
- Provides support for library programs, collections and services.
- Other duties as required.

MINIMUM QUALIFICATIONS

- Library Technician Diploma.
- Completion of a post-secondary reference course or equivalent experience is required.

REQUIRED EXPERIENCE, SKILLS AND KNOWLEDGE

- Research, readers advisory and information fluency skills.
- Excellent communication and customer service skills.
- Experience working with the public, preferably in a library setting, is required.
- Skills in using, troubleshooting, and instructing with technology and library e-services.
- Able to work both independently and within a busy team environment
- Able to exercise initiative and judgement.
- Flexibility and adaptability.

CONDITIONS OF EMPLOYMENT

- Submission of Satisfactory Vulnerable Sector Check.

APPLICATION DETAILS

Interested applicants are required to submit a cover letter and résumé by e-mail to:

Human Resources
Strathcona County Library
recruitment@sclibrary.ca

Deadline to apply: Monday, January 20, 2025 at 9:00 AM.

Kindly include your full name in the title of your file attachment. PDF documents are preferred.

Equivalencies of education and experience may be considered. In addition to providing a dynamic working environment, we offer a competitive salary and benefits package.

This competition may be used to fill future vacancies for similar positions within the next 6 months.

Thank you for your interest in Strathcona County Library. We only contact candidates selected for interviews.

For more information about Strathcona County Library, visit our website: <https://sclibrary.ca/>