

POSITION TITLE: Circulation Clerk, Customer 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 part-time, permanent, 16 hour/week position. This position involves morning, afternoon, evenings and weekend shifts on a rotation.

Hourly rate: The pay range for this position is \$26.22 - \$32.82, paid on a bi-weekly basis

Start date: September 22, 2025, or a date to be determined in consultation with the successful applicant

Reports to: Assistant Manager, Customer Service

DUTIES AND RESPONSIBILITIES

Under the direction of the Assistant Manager of Customer Services, this position is responsible for the following duties:

- Provides materials handling and maintains efficient and routine circulation services by processing items that come through the sorter and smart chutes
- Checks in materials using Horizon software in order to determine items on hold for customers
- Sorts material by Dewey Decimal System and by collection on appropriate book cart
- Sends damaged material to the Check Out desk for evaluation
- Transfers ILL material and non-library material to appropriate staff
- Forwards items to Materials Management & IT for repair or relabeling
- Forwards RFID tag problem items to the Circulation Specialist for correction
- Shelves material in all areas of the library
- Packs material in bins for the courier and keeping statistics on number of items sent out
- Assists customers to locate materials in the stacks or use the catalogue, referring them to the Information Desk for further help
- Shelf reads collections to ensure both staff and customers can locate items easily
- Clears the book return on statutory holidays
- Collects material from the P1 parkade return bin
- Keeps equipment in the sorter room clean (vacuums bins, cleans keyboards, mice, monitors)
- Maintains a log book to indicate problems with the sorter or smart chutes
- Assists in sorting donated materials
- May be required to sort donated materials and manage on-going book sale with displays
- Other duties, as required

MINIMUM QUALIFICATIONS

- High School Diploma or GED and 1-year related experience

KNOWLEDGE, SKILLS, EXPERIENCE AND TRAINING

- Understanding of the Dewey Decimal System
- Ability to prioritize work flow
- Attention to detail for accuracy in checking materials
- Good interpersonal skills
- Effective communication skills, both oral and written
- Knowledge of the various collections and where they live in the library is an asset

WORKING CONDITIONS

- Frequent bending and twisting
- Lifting heavy bins of material
- Pushing heavy book carts through the library
- Working in a congested work space when a lot of materials are returned in a short time frame

APPLICATION DETAILS

Deadline to apply: Tuesday, September 2nd, 2025 at 9:00 AM

Interested applicants must submit a cover letter and résumé (PDF documents are preferred) by e-mail to: recruitment@sclibrary.ca

Please include your name in your email subject line and attachment(s).

Equivalencies of education and experience may be considered.

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/>