

**POSITION TITLE: Mobile Library Specialist, Bookmobile Services Department**

**POSTING TYPE: Internal and External**



At the heart of a vibrant urban/rural community of 103,000, 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 to apply.

**EMPLOYMENT TERMS**

This is a permanent full-time, 35 hours/week position with benefits. This position involves working a variety of shifts including weekdays, evenings and weekends (Saturdays and Sundays).

**Rate of Pay:** The pay range is \$33.58 - \$42.00 per hour, paid on a bi-weekly basis.

**Start date:** March 16, 2026, or a date to be determined in consultation with the successful applicant.

**Reports to:** Manager, Bookmobile Services

**WHO WE ARE LOOKING FOR**

Bookmobile Services is looking for a flexible team member with passion and enthusiasm to represent Strathcona County Library in providing outstanding and innovative library services, collections, and programs to rural residents of all ages.

**DUTIES AND RESPONSIBILITIES**

- Delivers Strathcona County Library services out to the community with the Bookmobile, maintaining safe practices to ensure public safety, comfort and reliable service.
- Drives and prepares the Bookmobile (transit bus) for stops and visits.
- Assists patrons in accessing materials and resources by opening library accounts, resolving account issues and checking materials in and out.
- Ensures collections are fresh, current and meet the needs of patrons for patrons of all ages.
- Provides research, reader's advisory and e-service assistance to the public to meet their interests and informational needs.
- Delivers engaging programs for all ages to inspire creativity, curiosity and community.
- Assists with the promotion of library and community programs to foster community engagement and participation; advocating for the library at events and trade fairs; providing a welcoming place for people to meet and engage in dialog.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS**

- Completion of diploma or degree in library studies or a related field.
- Valid Class 5 driver's licence is required; an Air Brake ticket must be obtained before driving (Library provides training).
- Defensive driving courses are required every three years (Library provides training).

## **REQUIRED EXPERIENCE, KNOWLEDGE AND SKILLS**

- Strong customer service and intrapersonal skills.
- Understanding of our library values of equitable access, responsiveness and intellectual freedom.
- Experience in a public library setting is desirable.
- Experience in operating and maintaining a diesel vehicle is desirable.
- Research and readers advisory skills.
- E-service and technical trouble shooting skills.
- Programming skills.
- Able to work effectively in a team environment.
- Able to exercise initiative and judgement.
- Committed to life-long learning.
- Flexibility and adaptability.

## **CONDITIONS OF EMPLOYMENT**

- Submission of Satisfactory Criminal Record Check
- Submission of Satisfactory Vulnerable Sector Check
- Valid Alberta Class 5 Driver's licence, access to personal vehicle for business use and submission of a 5-year Driver's Abstract

## **APPLICATION DETAILS**

**Deadline: 9:00 AM on March 6, 2026**

Interested applicants are invited to submit a cover letter and résumé with your first and last name in the title by e-mail to: [recruitment@sclibrary.ca](mailto:recruitment@sclibrary.ca). Please do not send Google drive links to your documents, as they are not accessible with this email address.

*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 visit Strathcona County Library website: <https://sclibrary.ca>*

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