



### **Job Posting: Mobile Library Clerk**

Westlock Library is looking for a mobile library clerk who can provide outstanding customer service to join our team of dedicated staff.

### **Employment Terms**

This is a temporary part-time position working a varied schedule, including evenings and weekends. Starting wage is \$18.00/ hour.

### **Job Responsibilities**

- Primary responsibilities will be travelling to communities within Westlock County and providing Pop-Up Library services
- A commitment to upholding the Canadian Federation of Library Associations' position statements on Intellectual Freedom and Diversity and Inclusion
- Providing excellent customer service, including reader's advisory and reference help
- Contributing positively and working effectively within a team environment
- Supporting patrons with general inquiries, computers, technology, document services, gaming, and material location
- Acting as Westlock Libraries' ambassador within the community
- Performing all aspects of materials handling, including circulation (check-out and check-in), interlibrary loans, holds, shipping/receiving, and shelving as required

### **Job Requirements**

- Must be 18 years or older
- High School Diploma
- Possess a valid drivers license
- Must have reliable access to a vehicle
- Strong technology and computer skills, including proficiency with computers and mobile devices, MS Office, social media applications, and familiarity with a variety of technology and software
- Effective verbal and written communication and interpersonal skills
- Effective time management skills
- Exceptional attention to detail
- Physical requirements include frequent standing, walking and bending as well as lifting library materials, reaching, pushing and pulling book carts
- Criminal Record Check/Vulnerable Sector Check required

### **To Apply**

- Please apply via email to Leah Hamilton, [lhamilton@westlocklibrary.ca](mailto:lhamilton@westlocklibrary.ca) with a cover letter and resume or drop off a cover letter and resume at the Westlock Library
- Closing Date: **Wednesday, July 31st, by 6:00 pm**

*Only those candidates selected for further consideration will be contacted*