



## **Job Posting: Library Clerk**

Westlock Library is looking for a friendly, engaged team member to provide outstanding customer service and join our team of customer service experts.

### **Employment Terms**

This is a permanent part-time position (21 hours/ week). It includes a varied schedule, which may include some evenings and weekends. Wages are \$17.00/ hour.

### **Job Responsibilities**

- A commitment to upholding the Canadian Federation of Library Associations' position statements on Intellectual Freedom and Diversity and Inclusion.
- Provide outstanding customer service.
- Able to contribute positively and work effectively within a team environment.
- Support patrons with general inquiries, computers, technology, document services, material location, reference questions and reader's advisory.
- Act as Westlock Libraries' ambassador within the community.
- Perform all aspects of materials handling including circulation (check-out and check-in), interlibrary loans, holds, and shipping/receiving, and shelving as required.

### **Job Requirements**

- High School Diploma
- 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.

### **To Apply**

- Please apply by Saturday September 16th, 2023 with a cover letter and resume to Lorisia MacLeod at [lmacleod@westlocklibrary.ca](mailto:lmacleod@westlocklibrary.ca)

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