

WE ARE HIRING

THE PAS REGIONAL LIBRARY

**FULL-TIME (TERM) POSITION LIBRARY
ASSISTANT (2)**

**MONDAY TO FRIDAY 9:45AM - 6:15 PM
SATURDAYS 8:45AM - 5:15PM**



JOB DESCRIPTION AND DUTIES:

- Cataloging library inventory
- Clerical and circulation desk duties
- Oversee general appearances of library
- General cleaning
- Provide direction to and supervision of Pages
- Follow opening and closing procedures
- Customer relations and services
- Assist in the development and execution of the library events and promotions
- Record annex rentals as stated in policy
- Responsible for interlibrary loan requests, including ordering, receiving and providing monthly statistics Administrator
- Shelf reading and shelf shifting as required
- Compile bookbeat; add to wix and FB pages
- Exam invigilation
- Monthly newsletter
- Library display

REQUIREMENTS:

- Physical requirements of this position include lifting library materials, reaching to place materials on shelves, pushing and pulling book drop bins and carts, and frequent standing, walking and bending.
- Must be 18 years or older and legally able to work in Canada.
- Will be required to provide a criminal record/vulnerable sector check if the successful candidate.



Submit application to in person or by email:
Dawn-Maire Blanchette, Library Administrator
The Pas regional Library
53 Edwards Avenue
tpregionallibrary@gmail.com

Deadline: Until position is filled