



Eastern Counties Regional Library Job Posting

## **Library Assistant Coady and Tompkins Memorial Library**

Eastern Counties Regional Library needs someone who enjoys helping people and has excellent computer skills to work part-time (22.5 hours biweekly) at the Coady and Tompkins Memorial Library in Margaree Forks, Nova Scotia.

Hours of work may include mornings, afternoons, and evenings, and can take place on weekdays and Saturdays. The successful candidate will have a set biweekly schedule consisting of one 7.5 hour shift in Week 1, and two 7.5 hour shifts in Week 2. This schedule is subject to change.

### **Duties to include (but not limited to):**

- Responsible for providing a welcoming and inclusive library environment, offering equal services to everyone, and respecting the privacy of library users.
- Responsible for communicating with the public about library services and branch-specific information.
- Responsible for administrative tasks including operating a cashless payment system, scheduling patron appointments, recording and reporting of statistics, communicating branch supply requests, shelving, and maintaining library collection.
- Responsible for providing a variety of library services in a manner that complies with all COVID-19 related protocols as they evolve over the course of the pandemic.

### **Notable Physical and Mental Demands**

Physical demands:

- Lifting and moving boxes weighing up to 20 lbs
- Frequently required to walk, reach, bend, and lift items

Mental demands:

- Particular attention to detail and accuracy required. Must continuously follow safety procedures
- Brief and long periods in front of a computer monitor
- Becoming familiar with a continually expanding and changing collection and retaining ability to use a wide variety of resources
- Particular sensitivity to nature of reference work and requirement to maintain confidentiality

## Requirements

The successful candidate will:

- Report honestly and reliably, exercising sound judgement in bringing issues to the attention of supervisor.
- Maintain a professional attitude in interactions with public and other ECRL staff.
- Engage in continuous self-directed learning to improve skills, with an emphasis on computer, software, and other technology skills.
- Understand that everyone is entitled to equal treatment and equal service.
- Organize workload efficiently with attention to detail.
- Have a valid Nova Scotia driver's license.

### Assets:

- Post-secondary education preferred.
- Bilingualism considered an asset.

**Posted:** April 20, 2021

**Closing date:** Until filled

**Wage:** \$18.00 per hour

**Job Classification:** Library Assistant

**Reports to:** Branch Manager

**Only those applicants who are shortlisted for an interview will be contacted. Eastern Counties Regional Library reserves the right to withdraw the competition if a suitable candidate cannot be found.**

**Please submit by email a cover letter stating your qualifications and interest in the position with a resume and three work references to:**

Amanda Campbell  
Branch Manager  
Eastern Counties Regional Library  
Email: [jobs@ecrl.ca](mailto:jobs@ecrl.ca)