

Are you a motivated individual passionate about your community library? Do you know the latest and greatest in BookTok? The Bonnyville Municipal Library is looking for an energetic individual to join the team as a part-time Public Services Clerk, up to 26 hours a week in the evenings and alternating Saturdays.

Duties & Responsibilities:

Reporting to the Manager, the Public Services Clerk acts as the face of the library. You are the first person people see when they come in the door! Along with providing stellar customer service, you will be responsible for:

- Performing circulation duties (checking books in/out, shelving)
- Providing reference and tech assistance to the public
- Assisting with photocopying, scanning, faxing, and emailing
- Handling cash and cashless payments
- Providing reader's advisory services and assisting with finding appropriate library materials
- Other duties as assigned

What are we looking for?

- A friendly and positive attitude towards working collaboratively with others
- Comfortable interacting with diverse age groups
- Experience with applied technology (internet, email, social media applications) and emerging trends in technology is an asset
- Must be able to lift 20 lbs, bend and reach high shelves with ease
- Have a high level of written and spoken communication skills
- Advanced knowledge of Microsoft Office is required

This position is open to all applicants ages 16 and up. If this position interests you, please apply by **July 31, 2024** with resume and cover letter to the Library Manager, Nicole Labrie librarian@bonnyvillelibrary.ab.ca.

The Bonnyville Municipal Library welcomes all qualified applicants to apply. The Bonnyville Municipal Library is committed to hiring from the Government of Canada's job equity groups, and we are proud to be an equal opportunity employer. The Bonnyville Municipal Library welcomes patrons from all walks of life, and our hiring practices reflect this.

