

Branch Assistant – New Glasgow Library

The Pictou Antigonish Regional Library Board invites resumes with cover letters for the position of Branch Assistant at the New Glasgow Library

Hours: This is a Permanent Part-Time position with the following schedule:

Week 1:	Week 2:
Tues: 12:30 - 8:30pm	Tues: 12:30 - 8:30pm
Wed: 12:30 - 8:30pm	Thu: 12:30 - 8:30pm
Thu: 5 - 8:30pm	Fri: 9:30am - 5:30pm
Friday: 9:30am - 5:30pm	Sat: 9:30am - 5:30pm
	Sun (Sept-June) 12 - 4pm

Summary: This position is under the supervision of the Branch Assistant-in-Charge, and is responsible for providing assistance to citizens in accessing all library materials, services, and programs.

Duties:

- As a first point of contact, provides welcoming orientation and guidance to all those wishing to access regional library materials, services, and programs.
- While interacting with the public, promotes library materials, services, and programs to all citizens.
- Provides efficient library service, including reader advisory, reference, referral, circulation, assistance in using library databases, and general public assistance.
- Assists with clerical procedures such as shelving, shelf reading, and ensuring the efficient operation of library routines.
- Leads or assists with library programs, for all ages (babies, children, youth and adult).
- Leads a book group at the library.
- Responsible to make suggestions for materials, service improvements, and programming opportunities as well as communicate any public feedback.
- Responsible for keeping up-to-date on basic technology to be able to provide general assistance to patrons.
- To work with library partners as required.
- Other duties as required.

Requirements: Minimum Grade 12; Minimum one-year satisfactory employment, preferably in a library or other customer service-related role.

Rate of pay: This position currently pays \$15.30/hour, +4% Vacation Pay is accrued. In addition, employees earn Sick Leave per month, and access to a Medical Plan Benefits and a RRSP Group Plans.

Submit your application to: to Mansi Nishit Trivedi, Technical Services Librarian & Branch Manager of New Glasgow Library at mntrivedi@parl.ns.ca or mail it to the Pictou-Antigonish Regional Library at the below address. You can submit a print copy of your application, at any of our seven libraries.

Mailing address: Pictou-Antigonish Regional Library P.O. Box 276, New Glasgow, NS, B2H 5E3

Deadline to apply: 13 November, 2024

We thank all those who apply, only those selected for an interview will be contacted.



Name of Position

Branch Assistant – New Glasgow Library

Classification

Under Review

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Duties and Responsibilities

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- Assists with clerical procedures such as shelving, shelf reading, and ensuring the efficient operation of library routines.
- Leads or assists with library programs, for all ages (babies, children, youth and adult).
- Responsible to make suggestions for materials, service improvements, and programming opportunities as well as communicate any public feedback.
- Responsible for keeping up-to-date on basic technology to be able to provide general assistance to patrons.
- To work with library partners as required.
- Other duties as required.

Education

Minimum grade 12

Experience

Minimum one-year satisfactory employment, preferably in a library or other customer service-related role.