

SUBSTITUTE LIBRARIAN

WE ARE HIRING AN ADDITIONAL SUBSTITUTE LIBRARIAN

Please see Job Description on Page 2
Call Marla at 306-776-2322 or email at
rouleau@pallierlibrary.ca with any
questions. Resumes can be dropped off
at the library or sent via email.

**Applications close
March 31, 2023**



SUBSTITUTE BRANCH LIBRARIAN

(LIBRARY CLERK CASUAL)

\$13.00/hr (as of Oct 1, 2022)

Kind and Level of Work

The Substitute Branch Librarian is responsible for the operation of the branch library in the absence of the Branch Librarian. These employees perform a great variety of clerical tasks of a responsible nature which requires a through working knowledge of branch library procedures.

They receive detailed initial instruction but as they become more familiar with prescribed procedures and regulations, they are expected to carry out the more routine aspects of the work with significant independence. They have regular contact with the public and must be courteous and tactful at all times. These employees work on a temporary basis and are responsible to the branch librarian and have a comprehensive manual to assist them.

Typical Duties

(Performed as set out in the branch manual, unless otherwise directed by the Branch Librarian)

1. Carry out all aspects of prescribed circulation procedures.
2. Carry out all aspects of prescribed interlibrary loan procedures.
3. Carry out all prescribed registration procedures.
4. Perform a certain amount of simple reader's advisory and reference work.
5. Shelve new and returned library materials; shelf-read.
6. Pick up and deliver mail each library opening day.
7. Assist in the preparation for block exchanges and follow-up after.
8. Make minor repairs to library materials.
9. Assist in the maintenance of required statistics and desk receipts.
10. Assist in planning and running a variety of library programs.
11. Perform other duties as assigned.

Required Knowledge, Abilities and Skills

1. Good clerical and organizational skills.
2. Ability to relate well to the general public and colleagues.
3. Good oral and written communications skills.
4. Typing speed of 25 wpm with accuracy.
5. Grade 12
6. Ability to attend and participate in workshops and in-service training.
7. Availability for call-ins

Experience and Training

1. Library experience and / or computer knowledge and asset.