



Job Posting: Library Assistant

A world without limits in the heart of the city. Stony Plain Public Library is looking for an engaged and enthusiastic Library Assistant to provide library customer service to patrons, contributing to SPPL's goal of connecting the people of our community to the knowledge and cultures of the world and to each other.

Duties and Responsibilities:

Provides excellent customer service

- By providing reference services, informed referrals, reader's advisory and assistance in using technology and digital resources.
- By using the ILS to perform account and circulation functions.
- By following library policy and procedure.

Contributes to a positive work environment

- By working effectively with colleagues in the provision of library services.
- By following through on a variety of assigned responsibilities.
- By identifying problems and proposing solutions.

Contributes to the achievement of SPPL's goals

- By supporting projects, tasks and work that carry out the plan of service.
- By working with patrons and colleagues in a manner that supports the vision, mission and values of SPPL.

Qualifications

- Strong customer service orientation and professional demeanour.
- Strong interpersonal and communication service skills.
- Demonstrated proficiency and ability to help patrons with computers, mobile devices, and other related technology.
- Experience in developing, leading and evaluating programs for all ages.
- Experience working with diverse populations.
- Works positively in a team environment with colleagues, administrators, and patrons.
- Ability to maintain discretion and confidentiality.
- Physical requirements include frequent standing, walking, bending, lifting library materials, and pushing and pulling book trucks.

Requirements

- An Information Management/Library Technology diploma or an undergraduate degree.
- Three year's work experience in a library or customer service environment.
- Experience providing readers' advisory and reference services.





Stony Plain

Public Library . www.mysppl.ca

5216 50 Street Stony Plain, Alberta T7Z 0N5 | 780-963-5440 |

Experience using Polaris or other ILS software, Microsoft Office, web-based services, and other applications.

Employment Terms:

- Temporary until December 31, 2024
- Full time: 35 hours/week
- Includes day, evening, and some weekend shifts
- Pay range: \$20.51-\$25.41/hour based on education and experience.
- Satisfactory Vulnerable Sector Check required

Applications will be accepted until Monday, April 22 at 9:00 am. Candidates are invited to email their cover letter and resume in a single document to recruitment@mysppl.ca with subject line Full-Time Library Assistant.

All Stony Plain Public Library employees uphold and work within the framework of the Alberta Libraries Act and Regulations, FOIP Act and Regulations, CFLA's Statement on Intellectual Freedom and Libraries, CFLA's statement of Diversity and Inclusion, as well as the Library's corporate culture as embodied in the Library's Vision, Mission, Values, Plan of Service, and Policy, with emphasis on excellence in customer service.

