



Library Assistant Position

A world without limits in the heart of our community. Stony Plain Public Library is seeking a customer-oriented and collaborative Library Assistant to join our team in a permanent 21-hour position.

Responsibilities:

- Serve the public in person, over the phone, and online with circulation, account, information, and technology questions and issues.
- Assist with maintaining, circulating, and promoting library resources and collections.
- Assist with developing, delivering, and evaluating library programs for patrons of all ages.
- Promote library programs, collections, and services.
- Perform other duties as required.

Qualifications:

- An Information Management/Library Technology diploma or an undergraduate degree. Other relevant 2-year diplomas from accredited Universities or Colleges with significant coursework in education or community work may be considered.
- A minimum of three year's work experience in a library or customer service environment.
- Experience providing readers' advisory and reference services.
- Experience using Polaris or other ILS software, Microsoft Office, web-based services, and other applications.
- Experience in creating and delivering programs and events for patrons of all ages, including early childhood literacy programs.

Requirements:

- Demonstrated proficiency in helping patrons with related technologies and ability to facilitate programs and events using new technologies.
- Must possess excellent communication and customer service skills.
- Strong service orientation and professional demeanor.
- Community-focused work experience is an asset.
- Physical requirements include frequent standing, walking, bending, lifting library materials, and pushing and pulling book trucks.
- A commitment to upholding the Canadian Federation of Library Associations position statements on Intellectual Freedom and Diversity and Inclusion.
- Ability to maintain discretion and confidentiality.
- Ability to contribute positively in a team environment.
- A satisfactory Vulnerable Sectors Check is required.

This is a permanent part-time position (21 hours/week). This position requires some flexibility and availability in the evenings and on weekends. The hourly salary range is \$20.51 - \$25.41 based on education and experience.

Please submit a cover letter and resume as a single document to recruitment@mysppl.ca. The application deadline is 11:59 pm on October 20, 2024. Only those selected for an interview will be contacted.