



Stony Plain
**Public
Library**

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

mysppl.ca

Library Assistant Position – 21 Hours

Stony Plain Public Library is seeking a positive and collaborative Library Assistant to join our team to work 21hrs/week, including daytime, evening, and Saturday shifts.

Responsibilities:

- Serve the public in person, over the phone, and via email in our beautiful, dynamic library.
- Assist with maintaining, circulating, and promoting library resources.
- Develop, deliver, and evaluate library programs for patrons of all ages.

Qualifications:

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

Requirements:

- 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.
- Works positively in a team environment with colleagues, administrators, and patrons.
- 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.
- Physical requirements include frequent standing, walking, bending, lifting library materials, and pushing and pulling book trucks.

Pay range: \$20.51-\$25.41/hour based on education and experience.

Please submit a cover letter, resume, and three references to recruitment@mysppl.ca.

The application deadline is 9 AM on February 23, 2024. Only those selected for an interview will be contacted.

