



**Find answers. Share knowledge. Help people.
Get paid to read all day.***

*** Just kidding!**

The Stony Plain Public Library is looking for an outgoing, community-minded individual to join our team. If you're looking for a challenging, fast-paced, environment, love to promote life-long learning, this is the position for you.

DUTIES

- provide an excellent library experience to everyone using the library
- respond to inquiries in a friendly, professional manner in-person, by phone and online
- provide front-line service to the public by checking out materials and registering people for library services and programs
- using knowledge of the collection, provide recommendations and help people find items
- help people with technology: personal devices, library computers, photocopier, 3D printer, etc.
- ensure the library collection is attractive and well-maintained
- ship and receive items to and from other libraries by different methods
- perform other duties as required

QUALIFICATIONS

- High school diploma or equivalent required, post-secondary courses or qualifications are an asset
- Proficient with a diverse range of computers & devices
- Basic knowledge of literary forms
- Demonstrated excellence in interpersonal skills with a strong service orientation
- Strong communication and organization skills
- Library experience an asset

Compensation: \$19.35/hour plus 4% vacation pay. This a permanent part-time position averaging 22 hours/week with variable shifts including evenings and Saturday shifts.

Email your cover letter and resume to Mark McHale at markm@mysppl.ca.

Competition closes: Monday, September 9th