Job Posting: Temporary Clerk

Positions Available: 1 Temporary Position (until regular staffing levels are restored)
Hours: 10-19 per week, must be able to work evenings and some Saturdays
Wage: $14.50/hr

The Mackenzie Public Library is seeking a flexible, independent, team player who shares the Library's core values of customer service, freedom of information, social inclusion, and enabling lifelong learning.

Duties:

a) Assists the public in the use of the Library.
b) Checks Library material in and out and returns items to shelves.
c) Assists in keeping the Library in neat order, including shelf reading.
d) Registers new patrons and updates records for existing patrons.
e) Spreads awareness of Library programs and services.
f) Phones patrons about reserved items that are ready for pickup.
g) Assists with Interlibrary Loans, as required.
h) Creates and updates book displays regularly.
i) Keeps public computers updated.
j) Receives and processes magazines.
k) Other duties, as required.

Qualifications:

a) High school graduate.
b) Ability to deal with the public, staff and volunteers in a tactful and courteous manner.
c) Knowledge of and ability to work with computers and computer software, including word processing, spreadsheets and the Internet.

Please submit your resume and cover letter (attn: Anna Babluck) by email to director@mackenzie.bc.libraries.coop or in person at the Library.

Start date mid-August, applications accepted until position filled

The successful candidate will be subject to a criminal records check.