



New Brunswick Public Library Service

CIRCULATION CLERK (12 hrs/week)

(ASL 2)

Casual Opportunity

Moncton

WHO WE ARE:

The Moncton Public Library is one of 63 public libraries that make up the New Brunswick Public Library Service. As the resource centre for the Albert-Westmorland-Kent (AWK) Library Region, it serves the City of Moncton and the surrounding area while providing support to the other libraries in the region and the rest of the library system. The library aims to be a place where people of all ages and backgrounds can gather while they pursue their educational, social, and recreational needs.

THE POSITION:

As Circulation Clerk, you will work 12 hours per week with the Circulation team, helping to serve patrons. You will provide loan service through an automated circulation system, answer questions from patrons, make reading recommendations and help the public learn how to use the library and its services (including computers). You will put items on shelves, perform checks to make sure items are shelved properly, and assist in the maintenance of collections (ex. removing items that can no longer be borrowed, sending items to be repaired, etc.). You will also help with shipping and receiving materials, delegating tasks to volunteers, Summer project employees and interns and other duties as assigned.

Working with the public requires being people-focused, compassionate, and able to problem solve in challenging situations.

Working with us will require daytime, evening, and weekend shifts (based on work schedules). Library work will involve lifting on occasion, standing for extended periods of time, and some repetitive tasks. You will be joining a team of regular employees reporting to the Circulation Supervisor.

TO BE SUCCESSFUL:

Your attitude, skills and interests are just as important as your area of study. We are looking for people with diverse backgrounds that bring a combination of the following:

- **Language:** Written and spoken competence in English and French is required.
- **Education:** a high school diploma and at least one (1) year of experience working with the public.

Experience using email, the Internet and MS-Word is necessary.

Please ensure that your preferred language for assessment (English or French) is identified on your resume. You must clearly demonstrate the essential qualifications to be given further consideration.

Prior to appointment, you will be required to obtain a criminal record check for work with the vulnerable sector, as you will be working directly with the public.

Resumes should be in chronological order specifying education and employment in months and years including part-time and full-time employment.

SALARY: \$19.57/hour

HOW TO APPLY:

Please submit your application (letter and up-to-date resume) along with a copy of a certificate confirming completion of the level of education required by email, mail or fax at the address indicated below. Please state in your letter that you are applying for the 12-hour Circulation Clerk opportunity at the Moncton Public Library.

Administrative Assistant
AWK Library Regional Office
644 Main St., Suite 201
Moncton, NB E1C 1E2
Fax: 506-869-6022
nbpls-sbpnb.awk@gnb.ca

Thank you for applying. We will be contacting candidates who have been selected for further consideration.

A casual worker shall not be employed in any one department for more than 260 paid days in a 24-month period.

EQUAL OPPORTUNITY EMPLOYER:

We are an Equal Opportunity Employer. We are committed to building a workforce that reflects the diversity of our communities in which we live and serve. We encourage and support applications from Indigenous persons, persons with disabilities, and members of visible minority groups. Candidates registered with the [Equal Employment Opportunity Program](#) and veterans, who are among the most qualified, will be given preference at the time of selection.

Check out what it is like to work at the Government of New Brunswick, where we are working together as [One Team One GNB](#) to improve the lives of New Brunswickers every day!