

## **New Brunswick Public Library Service**

### **On Call Circulation Clerk Various Locations**

The New Brunswick Public Library Service is searching for creative and dynamic individuals with demonstrated enthusiasm towards the mission of public libraries to create a pool of candidates to be called on an as needed basis for the position of On Call Circulation Clerk.

Reporting to the Circulation Supervisor, the On Call Circulation Clerk provides loan service through an automated circulation system which includes checking books in and out; placing holds for library materials; and contacting patrons. The On Call Circulation Clerk provides reader's advisory and general orientation services; assists patrons in the use of the online catalogue; schedules use of library meeting rooms and other resources as necessary; offers basic level reference service and refers patrons to the reference desk when appropriate; assists in the delegation of tasks to volunteers, summer students and employment program personnel; and assumes other duties as assigned. The On Call Circulation Clerk will also assist in the maintenance of collections, the shelving of materials and shelf reading.

This on-call position requires daytime, evening and weekend shifts on an as-needed basis. Maintaining library collections will involve some lifting.

Candidates should possess a high school diploma and at least one (1) year of experience working with the public. Experience using e-mail, the Internet and MS-Word is necessary.

**Language Requirements:** Some opportunities require written and spoken competence in English and French. Others will require written and spoken competence in English or in French only. Please state your language capability.

The successful candidates will demonstrate initiative and an ability to work both independently and in a team environment. Strong interpersonal, organizational and communications skills are essential. The successful candidates will be required to obtain a criminal record check for work with the vulnerable sector.

**Salary:** \$14.18/hour.

Please submit your application (letter and up to date curriculum vitae) and certificate confirming completion of the level of education required (copy) at the email address that is associated with your library of interest below.

We thank all those who apply however only those selected for further consideration will be contacted. Your resume will be kept for (6) months.

**Please specify which library or libraries you are applying for in your cover letter.**

We are an Equal Opportunity Employer and we promote a scent-reduced environment.

<b>Library</b>	<b>Email</b>
<b>Moncton</b>	<a href="mailto:NBPLS-SBPNB.AWK@gnb.ca">NBPLS-SBPNB.AWK@gnb.ca</a>
<b>Campbellton</b>	<a href="mailto:NBPLS-SBPNB.Chaleur@gnb.ca">NBPLS-SBPNB.Chaleur@gnb.ca</a>
<b>Saint John Main</b>	<a href="mailto:NBPLS-SBPNB.Fundy@gnb.ca">NBPLS-SBPNB.Fundy@gnb.ca</a>

**Edmundston**

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**Fredericton**

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