

New Brunswick Public Library Service

On Call Library 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 to cover vacation and /or sick leaves.

Reporting to the **Library Director or Manager**, the On Call Library Clerk provides loan service through an automated circulation system; provides basic reference service using traditional and electronic resources; provides reader's advisory service and assists in orienting the public in the use of library services and the use of information; assists patrons in the use of public access computers and information technology; assists in the promotion of information literacy; contributes to the planning and presentation of programs for children and adults based on the library's programming schedule; assists in promoting the library and its services; assists in the delegation of tasks to volunteers, summer students and employment program personnel; assists in shipping and receiving materials; and assumes other duties as assigned. The On Call Library 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 on occasion.

Candidates should possess a high school diploma and at least one (1) year 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 candidate 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.

YOU MUST SPECIFY WHICH LIBRARY OR LIBRARIES YOU ARE APPLYING FOR IN YOUR COVER LETTER. APPLICANTS WHO FAIL TO DO SO WILL NOT BE CONSIDERED.

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

Library	Email
Bouctouche, Cap-Pelé, Dieppe, Dorchester, Hillsborough, Memramcook, Petitcodiac, Port Elgin, Riverview, Richibucto, Rogersville, Sackville, Saint-Antoine, Salisbury, Shediac	NBPLS-SBPNB.AWK@gnb.ca
Atholville, Bas-Caraquet, Bathurst, Beresford, Caraquet, Dalhousie, Lamèque, Petit-Rocher, Shippagan, Tracadie	NBPLS-SBPNB.Chaleur@gnb.ca

Campobello, Grand Manan, Kennebecasis, Le Cormoran (Saint John), St. Andrews, Saint John East/Est, Saint John West/Ouest, St. Stephen, Sussex	NBPLS-SBPNB.Fundy@gnb.ca
Florenceville-Bristol, Grand Falls / Grand-Sault, Hartland, Kedgwick, Nackawic, Plaster Rock, Perth-Andover, Saint-François de Madawaska, Saint-Quentin, Saint-Léonard, Woodstock	NBPLS-SBPNB.HSJ@gnb.ca
Chatham, Chipman, Doaktown, Dre-Marguerite-Michaud (Fredericton), Harvey, McAdam, Minto, Nashwaaksis, Newcastle, Oromocto, Père-Louis-Lamontagne (Miramichi), Stanley, Upper Miramichi	NBPLS-SBPNB.York@gnb.ca