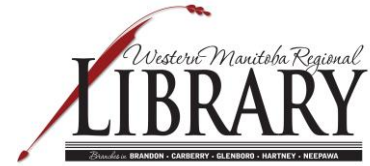


## **JOB POSTING**



The Western Manitoba Regional Library is seeking an organized, friendly, and creative person to join our staff in the capacity of Library Clerk at the downtown location of the Brandon Public Library. Regular hours are posted below, but the opportunity to cover available shifts may occur.

**Position:** Part-time Library Clerk

**Location:** Downtown location, Brandon Public Library

**Weekly Hours:**

Monday	9:30am – 6:00pm
Tuesday	9:30am – 6:00pm
Wednesday	9:30am – 6:00pm

**Compensation:** As per Collective Agreement - \$12.64 hourly

**Start Date:** As soon as successful candidate is available

**Application process:** Interested candidates should submit a resume and cover letter via email to Carson Rogers, Brandon Branch Supervisor, at [carson@wmrl.ca](mailto:carson@wmrl.ca) by 9:00 am on Friday, April 22.

### **DUTIES AND RESPONSIBILITIES:**

- Assist patrons in accessing the collection, including placing requests for patrons, and providing assistance with eResources and electronic devices
- Facilitating the circulation of library material by checking items in and out
- Process registrations and renewals, process payments (fines, memberships, etc.) and assist in maintaining statistics
- Notify patrons of Holds over the phone and by email
- Answer public inquiries, including via telephone and email
- Answer reference questions, and perform internet and catalogue searches
- Create and maintain book displays
- Inform patrons of library policies and practices
- Interfile and shelve books and other materials
- Shelf read and perform light cleaning
  
- Other duties as required

**QUALIFICATIONS:**

- Good computer knowledge and proficiency, comfortable using different software
- Comfortable learning about and explaining various library eResources and providing assistance to patrons
- Good language skills and ability to follow directions
- Strong interpersonal skills, enjoys interacting with the public
- Ability to work independently and solve minor problems
- Physically able to do light lifting and cleaning duties