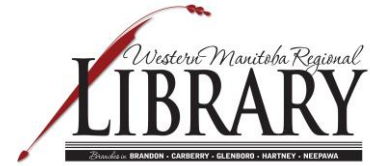


JOB POSTING



The Western Manitoba Regional Library is seeking an organized, friendly, and creative person to join our staff as a Casual Library Clerk at the Shoppers Mall location of the Brandon Public Library. Hours are offered to casual staff members when unionized staff are unable to fill the vacant hours.

Position: Casual Library Clerk

Location: Shoppers Mall location, Brandon Public Library

Compensation: \$11.95 per hour

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 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