



JOB POSTING - External Service Clerk/Page (Temporary Part Time) North Kamloops Branch/Outreach

COMPETITION NO:	2017-023	
TERMS:	Temporary Part Time	
START DATE:	To be negotiated	
END DATE:	January 6, 2018 (Please note that the term of this position may end prior to or be extended beyond the expected end date.)	
HOURS OF WORK:	Monday	1200 – 1600 (Outreach Service Clerk)
	Tuesday	1430 – 2100 (Page)
	Thursday	0830 – 1600 (Outreach Service Clerk)
	Friday	0830 – 1330 (Outreach Service Clerk)
	Saturday	0930 – 1700 (Page) (one on, one off)
	APPLICATION DEADLINE:	1600, May 1, 2017

Our Library System

The Regional District provides library services to a population of 128,000 in the Central Interior of British Columbia through 13 branch locations and a bookmobile. The Library team is provided with opportunities for professional growth in an atmosphere that encourages new initiatives. Our Library team is committed to working collegially and building partnerships within and outside the library system to provide excellent public service.

The Role

Reporting to the Head of Public Services or the Head of Outreach, the Service Clerk/Page performs basic and routine tasks including shelving and retrieving library materials, filling supply orders, filing, photocopying materials, and checking in/out library materials. Other responsibilities include cleaning and preparing library displays, clearing abandoned material from public areas, answering directional questions and referring information questions to appropriate staff.

The Ideal Candidate will have:

- A passion for helping others and a belief in the importance of literacy
- Grade 12 or GED equivalent
- Basic computer skills
- Excellent oral and written communication skills
- Excellent interpersonal and organizational skills
- Customer service experience

The position is subject to the provisions of the Collective Agreement with the BC Government and Service Employees' Union, local 705. This is a Grid 3 position, which pays \$15.46 - \$17.17 per hour. The TNRD requires that all successful applicants undergo a Criminal Record Check.

If you are interested in applying for this position, please email your application to: humanresources@tnrd.ca **by 1600 on May 1, 2017, quoting Competition 2017-023.** All applications must include a cover letter and a resume outlining your qualifications and experience. Please send your attachments in pdf format.

Applications not fulfilling the criteria set out in this job posting will not be considered. Your application should clearly outline the qualifications, and/or abilities, and experience you have for this position.

Thank you for considering the Thompson-Nicola Regional District as a place to share your talents!

*We thank all applicants for their interest however,
only those candidates under consideration will be contacted.*