



JOB POSTING

Library Assistant

Merritt Library

COMPETITION NO:	2018-016	
TERMS:	Permanent Part Time	
START DATE:	To be determined	
HOURS OF WORK:	Tuesday	1300 – 1700
	Wednesday	0900 – 1400
APPLICATION DEADLINE:	1600, April 25, 2018	

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

The Library Assistant creates a welcoming environment for all who enter the library. You will help patrons of all ages find answers to their reference and readers' advisory questions, including questions about electronic devices such as e-readers. You will also provide circulation services and help plan and deliver events and programs for children, young adults, and adults. There is a physical component to this position as well.

The Ideal Candidate will have:

- Minimum two year certificate/diploma from an accredited post-secondary institution
- A passion for helping others and a belief in the importance of literacy
- Commitment to ongoing learning and personal/professional development
- Strong customer service aptitude, skills and experience
- Strong aptitude for and genuine interest in working with patrons of all ages, including children, young adults and seniors
- Knowledge of program/event development and implementation
- Knowledge of TNRD library programs and services
- Strong technical skills and aptitude including:
 - General knowledge of and ability to use Windows, Android and iOS operating systems
 - Demonstrated skill using Microsoft Office programs, such as Word and PPT
 - Demonstrated skill operating peripheral equipment such as printers, USB drives and wireless internet connections
 - Ability to work with and learn a variety of software applications independently
 - Proficient in assisting patrons with social media, email, e-readers, tablets, eBooks/eAudiobooks, and smartphones
- Strong problem solving skills. Demonstrated ability to manage conflict, handle and diffuse confrontational situations, and sound judgement as to when to refer to a supervisor
- Demonstrated ability to work well in a team-based environment

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.*

- Demonstrated ability to multi-task, work under pressure and within tight deadlines
- Strong attention to detail and excellent organizational skills
- Demonstrated ability to work independently with minimal supervision
- Ability to lift 20-25 lbs

Qualifications that will be considered an asset:

- Experience assisting with the design and delivery of programs and events
- Experience working with children (other than own) in a professional capacity. For example, teacher, daycare worker
- Mother Goose training and Food Safe certificates
- Related coursework (ex. CLTP, Webjunction, post-secondary)
- Valid BC Driver's License

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 9 position, which pays \$22.41 - \$24.90 per hour. The TNRD requires that all successful applicants undergo a Criminal Record Check.

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.

If you are interested in applying for this position, please email your resume and cover letter to humanresources@tnrd.ca by 16:00 on April 25, 2018, quoting Competition 2018-016