



JOB POSTING

Circulation & Reference Assistant

Logan Lake Branch

COMPETITION NO:	2017-071
TERMS:	Casual
START DATE:	To be determined
HOURS OF WORK:	To be determined
APPLICATION DEADLINE:	December 8, 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

The Circulation & Reference Assistant registers new library patrons, checks library materials in/out, and performs cash transactions for payment of overdue fines. This position will answer reference questions, including questions about electronic devices such as e-readers. They may also be required to deliver programs. There is a physical component to this position as well.

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
- Minimum typing speed of 35wpm
- Excellent oral and written communication skills
- Excellent interpersonal and organizational skills
- Customer service experience
- Experience working with children

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 \$22.08 - \$24.53 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, quoting Competition 2017-071

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.*