



JOB POSTING

Circulation and Reference Assistant

Lytton Library Branch

COMPETITION NO:	2018-001	
TERMS:	Permanent Part Time	
START DATE:	To be determined	
HOURS OF WORK:	Tuesday	15:00 – 19:00
APPLICATION DEADLINE:	Posted until filled	

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 TNRD is seeking a cheerful and helpful casual Circulation and Reference Assistant to work at the Lytton Library.

The Circulation & Reference Assistant creates a welcoming environment for all who enter the library. He or she 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. He or she 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
- A welcoming and cheerful attitude
- Exceptional customer service experience and demonstrated ability to exercise courtesy, tact and diplomacy when dealing with patrons and staff
- Demonstrated ability to multi-task, work under pressure and within tight deadlines
- Strong attention to detail and excellent organizational skills
- Ability to work independently with minimal supervision
- Ability to handle confidential information with discretion and integrity
- Grade 12 or GED equivalent
- Basic computer skills
- Excellent oral and written communication skills
- Excellent interpersonal and organizational skills

Assets:

- Experience working with children, other than own, in a professional capacity. For example: teacher, daycare worker
- Strong technical aptitude, which includes:
 - Minimum typing speed of 35wpm
 - Proficient understanding of Windows, Android and iOS operating systems
 - Demonstrated skill using Microsoft Office programs, such as Excel and Word

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.*

- General knowledge of the methods and practices used in operating peripheral equipment such as printers, USB drives and wireless internet connections
- Ability to work with and learn a variety of software applications independently
- Proficiency to assist patrons with social media, email, e-readers, tablets, eBooks/eAudiobooks, and smartphones

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.

If you are interested in applying for this position, please email your application to:
humanresources@tnrd.ca, quoting Competition 2018-001

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.

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MUNICIPALITIES: Ashcroft, Barriere,
Cache Creek, Chase, Clearwater,
Clinton, Kamloops, Logan Lake,
Lytton, Merritt, Sun Peaks
ELECTORAL AREAS: "A" "B" "E" "I" "J"
"L" "M" "N" "O" "P"