



# JOB POSTING

## Circulation & Reference Assistant (Permanent Part Time)

### Blue River Library Branch

COMPETITION NO:	2018-015	
TERMS:	Permanent Part-Time	
START DATE:	To be determined	
HOURS OF WORK:	Wednesday	1000 – 1400
	Saturday (2 weeks on/2 weeks off)	1300 – 1700
APPLICATION DEADLINE:	Posted until filled	

Encompassing an unparalleled geographic region in the heart of British Columbia, the Thompson-Nicola Regional District (TNRD) offers the best of both worlds. Urban life within vibrant communities and outlying rural regions that showcase the region's beauty - pristine but rugged mountains, rolling grasslands, lush evergreen forests and both historic and modern areas, all within approximately 45,000 square kilometres. Headquartered in the City of Kamloops, the TNRD provides a wide range of local government services to a population of 130,000 located within its 11 diverse municipalities and 10 electoral areas.

#### 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:

- Grade 12 or GED equivalent
- Basic computer skills
- 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. The Circulation and Reference Assistant is a Grid 9 position. The TNRD requires that all successful applicants undergo a Criminal Record Check.

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If you are interested in applying for this position, please email your application to:  
humanresources@tnrd.ca, **quoting Competition 2018-015.**

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.*