



Okotoks Public Library
7 Riverside Dr. West
Okotoks, AB T1S 1A6

403-938-2220

www.okotokslibrary.ca

Position Title: Library Clerk – Casual Position

Position Hours: 12-16 hours per week

Salary: \$13.60/hr.

Key Responsibilities:

- Provides circulation and membership services including the check-out and check-in of materials, interpreting library policies and modifying customer accounts
- Packs and unpacks library material and clears book drop
- Accepts payments of cash and debit transactions
- Answers and directs customer inquiries
- Provides assistance with computers and library equipment
- Searches shelves and retrieves items
- Shelves library material
- May set up meeting rooms for programs

Requirements/Qualifications:

- Customer service experience required
- Basic computer skills required
- Basic math skills required to handle cash
- Interpersonal and communication skills required
- Ability to work positively and effectively in a team environment
- Demonstrated problem solving and organizational skills
- Library experience and/or training would be an asset
- Must be physically able to perform the duties of the position
- Ability to work a range of hours including weekday, evening and weekend hours

Applications must be received no later than: Thursday July 5, 2018

Cover letters and resumes should be addressed to:

Lara Grunow, Assistant Librarian
Okotoks Public Library
7 Riverside Dr. West, Okotoks, AB T1S 1A6
Email: assistant@okotokslibrary.ca

All appointments will be conditional on an acceptable criminal records check.

We thank you for your interest in the Okotoks Public Library, however, only those applicants selected for an interview will be contacted.