

JOB OPPORTUNITY

Library Circulation Clerk

The Vanderhoof Public Library is seeking an outgoing, flexible, service-oriented, and organized individual to fill the position of Circulation Clerk with a part time schedule averaging 14-plus hours per week. ***Schedules will vary during the Library's hours of operation, including days, evenings, and Saturdays.***

This position is ideal for someone with a keen interest in public libraries, who enjoys a variety of tasks and serving our community. You must be "tech savvy" and be familiar with using most electronic devices. You will work in a busy, friendly, professional team environment where your ideas and contributions are valued.

RESPONSIBILITIES

- Provide exemplary customer service at the front desk.
- Create and manage patron accounts with accuracy.
- Circulate library materials, check-in and check-out.
- Maintain the order of the library collection, including shelving materials.
- Manage in-person and telephone inquiries.
- Promote library services and assist patrons with finding library materials.
- Provide technology support for patrons as needed, *i.e.* computer/device related inquiries.
- Manage cash transactions accurately.
- Perform opening and closing procedures.

QUALIFICATIONS

- High school diploma.
- Experience in direct customer service delivery.
- Demonstrate strong technology and computer skills including proficiency in Microsoft Word.
- Demonstrate excellent attention to detail, time management, communication, and interpersonal skills.
- Experience with clerical duties including face-to-face and telephone customer service.
- Physical requirements include frequent sitting, standing, walking and bending; lifting library materials, reaching to place materials on shelves, and pushing/pulling book carts.

Preference will be given to candidates with library experience or training, and flexibility to work weekends, evenings, and days.

Please submit a resume, three references from supervisors, and a cover letter:

- by email to jennifer@vanderhooflibrary.com or
- in person to Jennifer at the Library, 230 Stewart Street East, Vanderhoof.

Closing date Friday, February 22, 2019 at 4:00 pm.