



JOB POSTING
Library Assistant 3, Term
20 Hours Biweekly

Halifax Public Libraries invites **INTERNAL** and **EXTERNAL** applications for the part-time, term position of **Library Assistant 3** located at **Musquodoboit Harbour Public Library**.

Halifax Public Libraries hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply and self-identify.

WHO WE ARE

Community is at the heart of all that Halifax Public Libraries undertakes. Comprised of 14 branch libraries, we serve the 400,000 citizens of Halifax with our collection of 1 million items and a wide range of programming. Halifax Public Libraries blends the best of traditional library services with innovative programs, spaces and technologies, attracting more than 3 million in-person visits each year.

POSITION SUMMARY

Under the direction of the Circulation Supervisor, this position provides circulation services to the public.

KEY RESPONSIBILITIES

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- ▶ Checks-in and checks-out library materials
- ▶ Packs and unpacks library materials and clears book drop
- ▶ Registers customers in the database
- ▶ Accepts payments of cash, credit card and debit transactions
- ▶ Reviews customer account history, waives fines/fees and issues refunds within limit
- ▶ Answers and directs customer enquiries, performs exact title searches
- ▶ Places and processes holds
- ▶ Shelves library materials, searches shelves and retrieves items
- ▶ Tidies branch/department and cleans equipment
- ▶ Maintains library materials in proper order
- ▶ May provide clerical support for branch
- ▶ May repair library materials (e.g., replaces damaged labels, barcodes)
- ▶ May set up rooms for programs/meetings according to the necessary requirements

QUALIFICATIONS

Education & Experience: Grade 12 plus 6 months related experience

Specific Knowledge & Technical Experience:

- ▶ Numerical and alphabetical skills required
- ▶ Basic math skills to handle cash required
- ▶ Previous work experience in a library an asset
- ▶ Familiarity with Dewey Decimal system an asset
- ▶ Basic computer skills an asset
- ▶ Familiarity with an automated library system an asset

(Please state whether the above application requirements are met in your resume and/or cover letter.)

COMPETENCIES

- Respect for Diversity
- Problem Solving and Decision Making
- Communication Skills
- Creativity / Innovation
- Knowledge of Work
- Technological Competence
- Adaptability
- Interpersonal / Group Skills
- Leadership
- Organizational Understanding and Global Thinking
- Accountability / Dependability
- Planning and Organizational Skills
- Resource Management
- Service Attitude

***This is a unionized position. Preference will be given to internal NSUPE Local 14 employees
While subject to change in accordance with the collective agreement, the normal scheduled hours of work are:***

Hours: 20 Hours Biweekly, Term up to 1 year

Schedule:

Tuesday	9-12noon
Thursday	4-8pm
Saturday	2-5pm

Hourly Rate of Pay: \$18.16 - \$20.84

**Applications must be received in the
Human Resources Office no later than:** Friday, May 18, 2017

Applications should be addressed to: Amy Bradley, Human Resources Coordinator
Halifax Public Libraries
Email: hplcareers@halifax.ca

Current Employees of Halifax Public Libraries: Please indicate **INTERNAL APPLICANT** in the subject line of your email application if you are a bargaining unit (NSUPE 14) member.

All appointments are conditional upon an acceptable criminal record check including a vulnerable sector search. More information and the required forms will be provided at an interview and are available at all Halifax Public Libraries branches, including www.halifaxpubliclibraries.ca.

During the recruitment process, applicants have the right to request accommodation. Applicants invited to participate in an interview or other form of testing and who require accommodation, should discuss their needs when contacted for an interview and/or testing.

We thank you for your interest in employment with Halifax Public Libraries, however, only those candidates selected for an interview will be contacted.