



JOB POSTING: Circulation Clerk – Casual

Fort Nelson Public Library

Job Position:

- This is a casual position with no set hours worked.
- Shifts can include daytime, evening, and weekends hours.

Main Responsibilities:

- Participates in all areas of circulation following set policies and procedures.
- Provides reference and readers advisory assistance as needed.
- Completes weekly and monthly circulation reports as assigned.
- Provides photocopying, faxing, and scanning assistance as required.
- Provides technology help to patrons on public access computers and patrons' own devices.
- Shelves books and shelf reads as required.
- Creates displays as required.
- Assists with preparing for and running programs running as required.

Required Qualifications:

- Completion of grade 12 or equivalent
- Ability to establish and maintain effective working relationships with superiors, other library staff, and the public.
- Ability to understand and perform routine library procedures.
- Excellent communication and organizational skills.
- Excellent written and oral communication skills.
- Strong commitment to customer service.
- Ability to work independently and as a team.
- Comfortable using internet-based resources and possesses a general understanding of databases.

How to Apply: * Closes December 8, 2023 *

Cover letters and resumes can be turned in to Fort Nelson Public Library during open hours or emailed to Danika Andrews at librarian@fortnelson.bclibrary.ca.

