



Position Vacancy: Library Assistant 1

Great City, Great Work, Great Future!

DEPARTMENT:	Library	STATUS:	Auxiliary
NO. OF POSITIONS:	Several	UNION:	CUPE, Local 387
HOURS OF WORK:	Vary, including evenings and weekends *	SALARY:	\$20.97 - \$24.59+ 12% in lieu of all benefits and vacation

The New Westminister Public Library requires Librarian Assistant 1s. Duties include checking library materials in and out using an automated library system. Other duties will include assessing for damage, preparing materials for shelving, transferring material, registering new patrons, handling money transactions, and providing assistance to the public regarding routine library operations and maintaining related records. The successful candidate may also be asked to sort and file various materials, assist with programs and undertake a variety of other routine library and clerical tasks.

Requirements include:

- Completion of Grade 12, and some library or office experience;
- Familiar with Windows desktop applications including Word, Excel and Outlook;
- Excellent customer services skills and demonstrated ability to deal calmly, courteously, and effectively with people of all ages, backgrounds and nationalities;
- Ability to work cooperatively at a busy service desk, to attend accurately to detail under pressure, and adjust to different levels of activity and duties at service desks;
- Availability to work mornings, afternoons, and evenings, most weekdays, and weekends including Sundays;
- Availability to work at both library locations.

****This position works varying shifts 7 days per week including weekdays, evenings or weekends on an on-call basis. Applicants who only have limited availability may not be considered.***

Apply by sending your resume quoting **competition #15-65, by October 9, 2015** to the New Westminister Public Library, 716 6th Avenue, New Westminister, BC, V3M 2B3, Fax: (604)527-4674 or e-mail to sshein@nwpl.ca.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

*The City of New Westminister is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*