



www.parklandlibrary.ca

Lipton Public Library, Parkland Regional Library is hiring a part time Branch Librarian - 14 hours per week.

Typical duties include: Input of patron registration information, creation of library cards, Checks in and signs out library material, places holds on signed out material, collects and issues receipts, answers the phone and provides other reception duties, phones patrons of availability of material they have requested, assist patrons in the use of computer equipment, how to use the Parkland Regional Library website and e-resources that are on the website.

Required knowledge, abilities and skills:

Accuracy and attention to detail; the ability to utilize computer technology; the ability to communicate effectively; and the ability to adapt to change.

Works effectively with Local Library Board and acts as primary contact to Parkland Regional Library Headquarters staff.

Required Experience and Training:

Grade 12 followed by additional computer courses (i.e. Microsoft Word).

Criminal Record Check required

Skills And Abilities:

- Reshelve Books And Library Materials
- Issue And Receive Books And Library Materials

Salary: \$13.38 per hour

Contact: Helen Mottershead

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