

Wood Buffalo Regional Library



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REPORTS TO: CIRCULATION SERVICES COORDINATOR

POSITION TYPE AND HOURS

The Wood Buffalo Regional Library is seeking a Page to join the Circulation Services team. This is a permanent part time position working 10 - 20 hours per week. This position is within the CUPE 2157-01 Bargaining Unit.

ROLE FOCUS

Provide assistance with collection maintenance duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure compliance with all Library policies and procedures
- Sort, organize and shelf material; ensuring material is in the proper place
- Assist with checking in of Library material as required
- Assist with programs or events as needed

EXPERIENCE AND KNOWLEDGE

- Knowledge of FOIP and the ability to interpret FOIP
- Knowledge of Dewey Decimal System an asset

EDUCATION AND TRAINING

- Currently enrolled in Grade 10 education or higher

COMPETENCIES

CORE

Communication
Customer Service
Organizational Awareness
Integrity
Confidentiality

DEPARTMENT

Interpersonal Skills
Organizational Skills
Attention to Detail
Patron Awareness & Instruction

POSITION

Teamwork
Adaptable
Motivated

TECHNICAL

Proficient with MS Office

PHYSICAL, SAFETY AND OTHER REQUIREMENTS

- Standard First Aid Safety Certification
- Performs a wide range of physical motions, which may include routine and repetitive bending, reaching and pushing, moving and carrying library materials. Must have sufficient strength to repeatedly lift books weighing between 1 and 10 pounds, including overhead lifting, to load transit boxes, book bins and push book carts weighing excess of 50 pounds
- Required to provide a Vulnerable Sector Criminal Record Check conducted by the RCMP

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- If enrolled in high school, must meet the minimum requirements of the definition of young persons as per Alberta Employment Standards

SCHEDULE

Must be able to work a flexible schedule, including evenings and weekends.

HOURLY RATE

\$15.66

In addition to the rate of pay, we offer 6% vacation pay on bi-weekly

CLOSING DATE

April 14, 2019

POSTING TYPE

Internal & External (Posted April 1, 2019)

If you would like to apply for this position please forward your résumé, cover letter and three (3) references to the below contact. No phone calls, please. Please use "Page – 08/09" in the subject line.

Send application to workwithus@wbri.ca

We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.

In the event that there are no qualified applicants, the Wood Buffalo Regional Library may, at its discretion, waive all or part of the education or experience requirements.