

# Wood Buffalo Regional Library



## REFERENCE ASSOCIATE

### Reference Services Department

- Position Type/ Hours:** The Wood Buffalo Regional Library is seeking a Reference Associate to join the Reference Services Team. This is a permanent full time position working 35 hours per week.
- Primary Role Focus:** Provide in-house awareness of the library collection and services for patron use as well as perform library maintenance duties
- Reports to the Reference Services Manager
- Duties and Responsibilities Overview:**
- Provide reference and reader's advisory guidance to all levels of patrons
  - Advise and inform patrons about materials that best match their preference and style
  - Suggest and prepare resource lists to promote collections and services
  - Maintain the organization of the library collection and resources
- Qualifications:**
- Required Experience and Education:**
- Customer service experience required
  - Library experience an asset
  - High School diploma required
  - Post-secondary coursework considered an asset
  - Knowledge of FOIP and the ability to interpret FOIP
- Required Skills and Abilities**
- Strong communication and interpersonal skills
  - Familiar with Microsoft Office; the ability to search the internet; the ability to work in an automated environment required
  - Ability to organize, analyze, and prioritize work skillfully and efficiently
  - Ability to comprehend and use the Dewey Decimal System
  - Ability to make independent decisions in carrying out established functions and special projects
- Physical Requirements:**
- Performs a wide range of physical motions, which may include routine and repetitive bending, reaching, pushing, moving and carrying library materials. Must have sufficient strength to repeatedly move or lift material weighing between 1 and 10 pounds and push material, such book carts and bins, weighing excess of 50 pounds.
- Additional Requirements:**
- The successful candidate will be required to provide:
    - Vulnerable Sector Check conducted by the RCMP
    - Clean drivers abstract
  - Standard First Aid safety certification considered an asset
- Schedule**
- Must be available to work days, evenings, and weekends as per Library operational needs.
  - Monday to Friday: Between 8:30am to 9:15pm.
  - Saturday and Sundays: Between 8:30am to 5:15pm
- Wage:** \$ 30.37 per hour starting rate  
**In addition to the rate of pay, we offer other attractive incentives:**  
- Extensive benefits plan;  
- Additional bi-weekly payment of \$480.00 which represents a cost of living allowance
- Closing Date:** March 15, 2018
- Posting Type:** Internal & External  
If you would like to apply for this position please forward your résumé and cover letter to the below contact. Please use "Reference Services Associate" in the subject line.  
Send application to [workwithus@wbrl.ca](mailto:workwithus@wbrl.ca)

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