

# Temporary Part Time Library Clerk

Howard Buffalo Memorial Centre, Maskwacis

Reporting to Parkland Regional Library System, the On-Reserve Library Clerk is responsible for library programming, circulating library materials, and promoting the use of the library and its resources.

## Position Requirements:

The Library Clerk is the face of the library service point and the driving force behind its services, collection, and atmosphere. As such, we are seeking someone with the following qualifications and traits:

- Strong customer service orientation.
- Excellent communication, interpersonal, and organizational skills.
- Ability to work effectively with people of all ages and backgrounds.
- Strong time management skills in order to meet competing priorities in a customer service environment.
- Minimum Grade 12 education.
- Comfortable learning, using, and demonstrating new technology and computer applications including Microsoft Office suite and internet navigation.
- Able to assume responsibility and work independently within established guidelines.
- Physically capable of performing all duties related to the position.
- Library training and/or experience would be an asset.

## About Us:

The Maskwacis public library services is located in the Howard Buffalo Memorial Centre. Maskwacis is a bustling community hub for four nations including the Ermineskin Cree Nation, Samson Cree Nation, Louis Bull Tribe, and the Montana First Nation. The library is a service point of the Parkland Regional Library System, which supports 49 Central Alberta public libraries. To find out more, please visit <http://www.prl.ab.ca>

## To Apply:

This is a temporary, part-time position for 21 hours per week which includes day, evening and possibly some weekend shifts. The starting wage for this position is \$25 per hour.

Interested candidates should email their cover letter and resume to Haley Amendt a [administration@prl.ab.ca](mailto:administration@prl.ab.ca) . For inquiries, please call Haley Amendt at 403.782.3850 ext. 223. Review of applications will begin immediately and the competition will remain open until the position is filled. We thank all applicants but only those selected for an interview will be contacted.