

# Banff Public Library

We are currently accepting applications for the position of

## **Full-time Permanent Library Assistant**

If you are interested in being part of our community library and providing excellent library service to our patrons and visitors please submit an application to:

**Susanne Repstock, Acting Library Director**

[srepstock@banfflibrary.ab.ca](mailto:srepstock@banfflibrary.ab.ca)

**Application Deadline: Monday, April 30, 2018 at 5:00pm**

### **Responsibilities**

- ◆ Provide excellent service to library patrons
- ◆ Be knowledgeable of library services and technologies
- ◆ Answer reference questions and provide readers' advisory
- ◆ Assist patrons with the use of technology
- ◆ Create and implement library programs for all ages in consultation with the Library management
- ◆ Shelve and organize library materials
- ◆ Administrative and technical services such as data entry, maintaining library records, and statistics
- ◆ Interlibrary loans, overdue procedures, and cash handling
- ◆ Create and maintain relevant library displays, update social media, design and create promotional materials
- ◆ Other duties as required

### **Qualifications**

- ◆ Post-Secondary education or equivalent
- ◆ Programming experience is an asset
- ◆ Excellent communication and interpersonal skills
- ◆ Strong computer skills
- ◆ Ability to work in a collaborative and diverse environment
- ◆ Detail-oriented with strong organizational skills
- ◆ Ability to respond flexibly and effectively to a wide variety of public needs and changing circumstances

**Compensation: \$36,000 per annum. Benefits package included.**

