



## WILLIAMS LAKE LIBRARY FULL-TIME - LIBRARY CLERK I

The Cariboo Regional District invites qualified applicants to apply for the full-time position of Library Clerk I located at the Williams Lake Library.

**Position Summary:** Reporting directly to the Area Librarian, the self-motivated and innovative incumbent will be responsible for library operations and services. Duties include circulation of library materials and completion of related circulation duties. Registering new patrons and updating patron registration records. Assisting with information enquiries by accessing print, online and web-based resources. Initiating interlibrary loan requests. Assisting as necessary with access to the library's computers and completion of off-desk duties.

### Education, Experience and Qualifications Required:

- High school diploma or equivalent.
- Post-secondary education considered an asset.
- Excellent keyboarding skills with demonstrated expertise in word processing software, ensuring efficient and accurate document creation and data entry.
- Proficiency in utilizing online resources, including effective navigation and research using the internet.
- Exceptional organizational skills.
- Strong interpersonal skills, including the ability to collaborate effectively with colleagues.
- Ability to interact effectively and compassionately with individuals experiencing mental health challenges.
- Experience in a public library and a basic knowledge of public library collection organization is required.

**Wage:** This is a full-time BCGEU position. The current rate of pay is \$26.06 per hour plus benefits. A standard probationary period will apply, during which the candidate's suitability for employment will be assessed.

**Work Site Location:** The successful candidate will work out of the Cariboo Regional District Library Williams Lake Branch located at Suite A, 180 N 3<sup>rd</sup> Avenue Williams Lake, BC.

**Hours of Work:** The regular hours for this position are Tuesday 9am – 5pm, Wednesday 9am – 5pm, Thursday 12 (noon) – 8pm, Friday 9am – 5pm, Saturday 9am – 5pm with a 60-minute unpaid break.

Qualified candidates wishing to apply and looking for a detailed job description please visit [www.cariboord.ca/careers](http://www.cariboord.ca/careers). Applications will be accepted until the position has been filled. Applications must be in the form of a resume with an accompanying letter detailing

qualifications and experience relative to the position. ***When submitting an application via email, please quote Competition #26-11.***

***We wish to thank all candidates for their interest; however, only those selected to participate in the interview process will be contacted.***

Bernice Crowe, Manager of Human Resources  
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[www.cariboord.ca/careers](http://www.cariboord.ca/careers)

Are you interested in relocating but want to know more about why you should make the move to the Cariboo? Learn more about our fulfilling communities, long trails and everyday play before you make the move: [www.cariboord.ca/makethemove](http://www.cariboord.ca/makethemove).