



**Cariboo Regional District Library
External Job Posting
Community Librarian I (Casual) – Likely Branch**

Applications are invited for a Community Librarian I (Casual) position at Likely Branch. The Likely Branch is open Tuesdays and Wednesdays from 1:00 pm to 5:00 pm.

The position works on an on-call basis and will fill in for regular staff, as needed. Duties include lending library materials and completion of associated circulation tasks, including loan renewals, holds management, fines clearance and patron registration; assisting the public as needed in the use of public computers intended for access to the Internet, Library catalogue and website; and handling interlibrary loan requests. Additional duties may include preparing monthly income and petty cash reports; handling incoming and outgoing mail; preparing and receiving shipments of materials; and ensuring an orderly and tidy library.

The minimum academic requirement for this position is a high school diploma (Grade 12). Preferred competencies include excellent computer and critical thinking skills; the ability to easily adapt to new technology; demonstrated ability to work cooperatively and effectively with other staff and to deal pleasantly and helpfully with the public. Knowledge of literature and an enthusiasm for promoting and delivering library programs and services is expected of the successful candidate.

This is a BCGEU position. Accordingly, a standard probationary period based on the aggregate of hours to reflect 60 working days will apply.

This is an open until filled posting. Applications should be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position.

We thank all candidates for their interest; however, only those selected for an interview will be contacted.

Bernice Crowe, Human Resources Advisor
Cariboo Regional District Library System
Suite D, 180 N. Third Ave.
Williams Lake, BC V2G 2A4
P: 250-392-3351
E: mailbox@cariboord.ca

CARIBOO REGIONAL DISTRICT

JOB DESCRIPTION

Group: Working Title: Community Librarian I
Dept.: Library Classification Title: Community Librarian I
Date: February 20, 1998 Grid Level: 3

PRIMARY FUNCTION:

To assist in the delivery of library services for the community

JOB DUTIES AND TASKS:

1. Assist in the delivery of library services for the community:
 - a. provide assistance to patrons with finding library materials and refer information requests as required
 - b. prepare and provide library programs for children such as craft classes and reading clubs
 - c. process patron loans and returns of library materials
 - d. contact patrons regarding requested library materials
 - e. prepare overdue notices, book cards and book requests
 - f. register new patrons on computer system
 - g. maintain and update library collection including organizing and shelving of library materials
 - h. recommend selections for the library collection and prepare orders as required
 - i. prepare library displays and promotional materials
 - j. maintain and update records of library usage

2. Other related duties:
 - a. opens and closes library facility as required
 - b. sort and distribute incoming mail and prepare outgoing mail
 - c. vacuum, dust, sweep and clean the library area
 - d. receive and verify deliveries of library materials

SUPERVISION RECEIVED:

Community Librarian II

SUPERVISION/DIRECTION EXERCISED:

Provide orientation to new employees
as required

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Maintain and update records of library usage; operate various library equipment such as photocopier, computer, fax machine and printer.

FINANCIAL RESOURCES:

Receive and verify deliveries of library materials

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.