

LIBRARY ASSISTANT 2 (Regular Part-Time)

Capilano Library (primary); Parkgate or Lynn Valley Libraries: Welcoming Initiatives Department
JOB POSTING #21-06 | Closing Date: May 12, 2021

North Vancouver District Public Library inspires learning, discovery, creativity and collaboration in our community. Serving almost 90,000 residents across three current locations in the District of North Vancouver, NVDPL has supported a love of reading and culture of learning and discovery for 55 years. Our library is the destination for our growing community to connect, share, and inspire.

NVDPL is currently recruiting a regular part-time Library Assistant II. This position reports to the Circulation Supervisor, and is responsible for assisting in all aspects of work that contribute to the successful operation of the Circulation Department and contribute to the welcoming environment of the Library, such as:

- Providing excellent service and assistance to the public and responding to questions about routine library operations in person or on the telephone
- Circulating library materials, collecting payments, packing and unpacking boxes
- Registering patrons for library membership
- Pulling, filing and sorting library materials
- Assisting patrons with the use of self-service tools
- Assisting with daily cash reconciliation and bank deposits
- Being prepared to respond to inappropriate behaviours in a public setting, following available procedures
- Other tasks as required

Qualifications:

- Flexibility and availability to work at all 3 NVDPL libraries, including evenings, Saturdays and Sundays
- Ability to work collaboratively, courteously and effectively with the public and staff
- Ability to take initiative, ask for assistance, and step up to help
- An understanding of and commitment to the principles of intellectual freedom, inclusiveness and outstanding customer service
- Completion of Grade 12 along with related experience
- Proficiency with Microsoft Office and common office equipment
- Physical capacity to handle heavy library materials and to stand for long periods
- Experience in using an automated library circulation system (preferably Horizon) is not necessary but will be considered an asset.

The hourly pay rate for this unionized position starts at \$23.39 (2021 rates), based on a 20-hour workweek, plus an optional benefits package. This work requires flexible availability, including evenings and weekend shifts.

North Vancouver District Public Library is an equal opportunity employer, committed to creating a diverse, inclusive, barrier-free work environment. If you have a passion for connecting community, sharing knowledge, and inspiring stories, and you are interested in joining our dynamic team, then we'd like to hear from you!

Qualified applicants are invited to apply via email only with your cover letter and resume to libraryhr@nvdpl.ca by May 12, 2021 to be considered for this competition

We thank you for your interest in employment with the North Vancouver District Public Library and advise that only those short listed for an interview will be contacted.