



# Wapiti Regional Library

<b>JOB DESCRIPTION:</b>	<b>BRANCH LIBRARIAN (Long format)</b>
<b>SALARY SCALE</b>	<b>\$14.46 - \$16.12 per hour (January 1, 2018)</b>

The Board of the Marcellin Public Library, which services the community of Marcellin, is currently seeking a Branch Librarian.

The Branch Librarian performs a wide variety of public library routines. The Librarian is central to the delivery of public library service to the community. All operational and administrative library duties are the responsibility of the Librarian. The Librarian must be able to work independently and exercise initiative and independent judgement based on a thorough understanding of library policies and procedures. The Librarian must be precise in execution of duties and work effectively with the public.

### REQUIRED KNOWLEDGE, ABILITIES & SKILLS

1. Skilled in relating to the public in a friendly, positive manner.
2. Good oral and written communication.
3. Good clerical skills; thorough and accurate in maintaining records.
4. Supervise staff, if applicable, and delegate responsibilities.
5. Work effectively with volunteers.
6. Maintain confidentiality with respect to the affairs of library patrons and users of library programs and services.
7. Able to learn assigned tasks; ability to organize work and meet deadlines.

### DESIRABLE TRAINING & EXPERIENCE

1. Completion of grade twelve (12).
2. Previous library and/or office experience.
3. Computer literate including familiarity with the Windows operating system, email, Microsoft Word and Excel. Able to search the internet.

A complete job description may be picked up at the library during open hours or by contacting:

Dami Reiter @ 1-306-491-9611

**HOURS & SALARY:** Tues 1-5, Thurs SAT 2-8, 10-4; 14 hours per week, beginning at \$ 14.46 per hour.

**TO APPLY:** Take resume and cover letter to the library or email to marcinc@waptilibrary.ca by Sept 15, 2018.