



JOB POSTING

Library Assistant

Kamloops Libraries

COMPETITION NO:	2020-036	
TERMS:	Temporary Part-Time	
START DATE:	To be determined	
END DATE:	March 16, 2021 The term of this position may end prior to or be extended beyond the expected end date	
SCHEDULE: (FTE 0.5714)	Sunday	12:00 – 16:00 (October – April)
	Monday	09:30 – 17:00
	Tuesday	09:30 – 17:00
	Friday	12:00 – 16:00
	Note: Schedule may be subject to change	
APPLICATION DEADLINE:	September 25, 2020 @ 16:00 (Include your name and the competition number in the subject line of your email.)	

About the Thompson-Nicola Regional District

Encompassing an unparalleled geographic region in the heart of British Columbia, the Thompson-Nicola Regional District (TNRD) offers the best of both worlds. Urban life within vibrant communities and outlying rural regions that showcase the region's beauty: pristine but rugged mountains, rolling grasslands, lush evergreen forests and both historic and modern areas, all within approximately 45,000 square kilometres. Headquartered in the City of Kamloops, the TNRD provides a wide range of local government services to a population of 132,663 located within its 11 diverse municipalities and 10 electoral areas.

Our Library System

The Thompson-Nicola Regional Library (TNRL), a department of the Thompson-Nicola Regional District, provides a variety of library services through 13 libraries and a Mobile Library. Located in the Central Interior of British Columbia, the TNRL provides programming, materials and resources to people of all ages and abilities. The Library team is committed to providing excellent public service for a lifetime of personal growth, learning and enjoyment. The Page will work in an organization that values flexibility and customer service. As a member of the library team, you will engage with our patrons and help to build strong connections and partnerships with all our communities.

The Role

The TNRL is seeking a Library Assistant for the Kamloops Libraries who will create a welcoming environment and a superb library experience for all. This position will help patrons of all ages and abilities find answers to their reference and readers' advisory questions, and provide support in using electronic devices. You will also assist in the planning and delivery of programs and events, register new patrons, check materials in/out, and perform cash transactions. There is also a physical component to this position.

The Ideal Candidate will have:

- Minimum two year diploma from an accredited post-secondary institution
- Strong customer service skills and experience together with a genuine interest in working with patrons of all ages

- A passion for helping others and a belief in the importance of literacy
- Demonstrated ability to work well in a team-based environment
- Strong attention to detail and excellent organizational skills
- Experience working with children in a professional capacity
- Knowledge of program/event development and implementation
- Knowledge of TNRL programs and services
- Demonstrated proficiency in MS Office, social media and mobile devices.
- Strong problem solving skills. Demonstrated ability to manage conflict and diffuse difficult patron situations.
- Demonstrated ability to work independently with minimal supervision
- Commitment to lifelong learning and personal/professional development
- Ability to lift 20-25 lbs
- Valid BC Driver's License

Qualifications that will be considered an asset:

- Experience assisting with the design and delivery of programs and events
- Mother Goose training and Food Safe certificates
- Coursework related to libraries and information services

The position is subject to the provisions of the Collective Agreement with the BC Government and Service Employees' Union, local 705. This is a Grid 9 position, which pays \$23.37 - \$25.97 per hour. The TNRD requires that all successful applicants undergo a Criminal Record Check.

Applicants not fulfilling the criteria set out in this job posting will not be considered. Your application should clearly outline the qualifications, and/or abilities, and experience you have for this position.

If you are interested in applying for this position, please email your resume and cover letter to humanresources@tnrd.ca by **16:00 on September 25, 2020**.

Please include your name and the competition number #2020-036 in the subject line of your email.

*We thank all applicants for their interest however,
only those candidates under consideration will be contacted.*

MUNICIPALITIES: Ashcroft, Barriere,
Cache Creek, Chase, Clearwater,
Clinton, Kamloops, Logan Lake,
Lytton, Merritt, Sun Peaks
ELECTORAL AREAS: "A" "B" "E" "I" "J"
"L" "M" "N" "O" "P"