



The Region of BC's Best

JOB POSTING

Casual Circulation & Reference Assistants and Pages Ashcroft, Cache Creek, Clinton, and Savona Libraries

COMPETITION NO:	2021-005
TERMS:	Casual
APPLICATION DEADLINE:	February 26, 2021 (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 branches and a Mobile Library. Located in the Central Interior of British Columbia, the TNRL provides programming and resources for people of all ages. The Library team is committed to providing excellent public service for a lifetime of personal growth, learning and enjoyment.

The Role

The TNRL is seeking Circulation & Reference Assistants for the above noted Libraries to create a welcoming environment and a superb library experience for all. Our staff work in an organization that values flexibility, customer service and making a difference in our communities as we strive to build partnerships within and outside the library system.

The Circulation & Reference Assistant helps patrons of all ages find answers to their reference questions, including technology assistance. The Assistant plans and delivers programs, registers new patrons, checks materials in/out, performs cash transactions as needed. There is a physical component to this position.

The Library Page (*Ashcroft Library only*) ensures that materials are available for patrons and staff to find and provides directional assistance. The Page helps direct customers to the things they want, and provides good customer service. Other duties include tidying, preparation of displays and programs, checking in/out library materials, and packing/unpacking shipments.

The Ideal Candidate has:

- Customer service experience and a passion for helping others
- A belief in the importance of literacy
- Excellent interpersonal and communication skills
- Excellent organizational skills
- Ability to contribute positively and work effectively within a team environment
- Demonstrated ability to work independently with minimal supervision
- Experience working with children

- Demonstrated ability using Microsoft Office programs, social media, and mobile devices
- Ability to lift 20-25 lbs, stand for extended periods, and bend/reach library shelves
- Grade 12 or Dogwood equivalent

Casual staff can expect both advance and short notice shifts. Schedules will vary including daytime, evening and weekend work as per the Library's hours of operation so flexibility is essential. There are no guaranteed hours with this position. There may be no hours in a month or longer.

The position is subject to the provisions of the Collective Agreement with the BC Government and Service Employees' Union, local 705. The Casual Circulation & Reference Assistant position pays \$23.84 - \$26.49 per hour and shifts range from 4 to 6.5 hours in duration. The Casual Page position pays \$16.69 - \$18.54 per hour; shifts range from 4-5 hours in duration.

Please email your application to humanresources@tnrd.ca, quoting Competition #2021-005 in the subject line, **and indicating your library location preference**, by **16:00 on February 26, 2021**. Resumes will be reviewed upon receipt and the positions will be filled when a qualified applicant is found. Preference will be given to those who live in the local area.

Applications must include a cover letter and a resume outlining qualifications and experience.

We thank all applicants for their interest.

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"