

EMPLOYMENT OPPORTUNITY

Cumberland Public Libraries

Branch Library Clerk

Permanent, Part-time (15-20 hours per week)

Location: **Oxford Branch Library**

Requirements:

Minimum grade 12, college or university preferred.

Previous library experience desirable but not essential.

Must be well organized, pay close attention to detail, and work well with others.

Have a broad knowledge of literature.

Typing skills

Working knowledge of basic computer functions, Windows and searching the Internet

Duties:

Working on the circulation desk of the Oxford library

Checking out books

Checking in books & shelving materials

Helping patrons find information

Keeping statistics

Assisting patrons in using the library catalogue and the Internet

Organizing and conducting library programs

Carrying heavy boxes of books

Other duties as required.

Salary:

\$11.98 per hour

15-20 hours per week – additional hours may be required.

Evenings and Saturday are required.

To apply:

Please send resume and cover letter with 3 references to:

Denise Corey, Chief Librarian

Cumberland Public Libraries

PO Box 220

Amherst, NS B4H 3Z2

Fax: 902-667-1360

or email: information@cumberlandpubliclibraries.ca

Deadline for applications: August 24, 2017