

**CASUAL OPPORTUNITY
(up to one year)
New Brunswick Public Library Service**

**Moncton Public Library
LIBRARY ASSISTANT – YOUNG ADULT/ADULT SERVICES
Bilingual, Full-Time
(ASL3)
Moncton**

WHO WE ARE:

The Moncton Public Library is one of 63 public libraries that make up the New Brunswick Public Library Service. As the resource centre for the Albert-Westmorland-Kent Library Region, it serves the City of Moncton and the surrounding area while providing support to the other libraries in the region and the rest of the library system. The library aims to be a place where people of all ages and backgrounds can gather while they pursue their educational, social, and recreational needs.

THE POSITION:

As the Library Assistant, you will actively participate in preparing and presenting programs for young adults and adults; carrying out daily opening and closing procedures for the young adult/adult services unit; providing loan service through an automated circulation system; providing reader's advisory and intermediate level reference service; conducting library orientation tours; delivering library outreach services such as home library service and book deposits; orienting patrons in information technology and in information literacy; promoting the library's services for young adults and adults; developing promotional materials; maintaining positive relationships with the community; assisting in training, supervising and assessing the work performance of students, volunteers and project employees as assigned; assisting in the development and evaluation of services; keeping accurate statistics for the unit; and conducting special projects as assigned. You will also assist in the maintenance and merchandising of collections.

Working with us will require daytime, evening, and weekend shifts (based on work schedules). Library work will involve some lifting on occasion, standing for extended periods of time, and some repetitive tasks. You will report to the Head of Young Adult/Adult Services.

TO BE SUCCESSFUL:

We are looking for people with diverse backgrounds that bring a combination of the following:

- **Skills:** You possess strong interpersonal, communication, and organizational skills. You demonstrate initiative and an ability to work both independently and in a team environment.
- **Language:** Written and spoken competence in English and French is required.
- **Education:** a high school diploma supplemented by one (1) year of post-secondary courses/training and three (3) years experience working with the public including one year of relevant experience delivering programs or services; **OR** completion of a formal library/information study program and two (2) years experience working with the public.



Experience using email, the Internet and MS-Word is necessary.

Please ensure that your preferred language for assessment (English or French) is identified on your resume. You must clearly demonstrate the essential qualifications to be given further consideration.

Prior to appointment, you will be required to obtain a criminal record check for work with the vulnerable sector.

Resumes should be in chronological order specifying education and employment in months and years including part-time and full-time employment.

SALARY: \$1,625 to \$1,971 bi-weekly.

HOW TO APPLY:

Please submit your application (letter and up-to-date resume) along with a copy of a certificate confirming completion of the level of education required by email, mail or fax to the address indicated below. Please state in your letter that you are applying for the Casual Library Assistant, Young Adult/Adult Services position at the Moncton Public Library.

Administrative Assistant
AWK Library Regional Office
644 Main Street, Suite 101
Moncton, N.B., E1C 1E2
Fax: 506-869-6022
NBPLS-SBPNB.AWK@gnb.ca

Thank you for applying. We will be contacting candidates who have been selected for further consideration. The deadline for applications is September 28, 2023.

A casual worker shall not be employed in any one department for more than 260 paid days in a 24-month period.

EQUAL OPPORTUNITY EMPLOYER:

We are an Equal Opportunity Employer. We are committed to building a workforce that reflects the diversity of our communities in which we live and serve. We encourage and support applications from Indigenous persons, persons with disabilities, and members of visible minority groups. Candidates registered with the [Equal Employment Opportunity Program](#) and veterans, who are among the most qualified, will be given preference at the time of selection.

Check out what it is like to work at the Government of New Brunswick, where we are working together as [One Team One GNB](#) to improve the lives of New Brunswickers every day!