



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

Petit-Rocher Public Library
LIBRARY CLERK
Bilingual, Full-Time
(ASL 2)
Petit-Rocher

WHO WE ARE:

The Petit-Rocher Public Library is one of 63 public libraries that make up the New Brunswick Public Library Service. 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 a Library Clerk, you will work with a team to provide loan service through an automated circulation system; provide basic reference service using traditional and electronic resources; provide reader's advisory service and assist in orienting the public in the use of library services; assist patrons in the use of information technology and promote information literacy; assist in promoting the library and its services; contribute to the planning and presentation of programs for children and adults based on the library's programming schedule; assist in the delegation of tasks to volunteers, summer students and employment program personnel; assist in shipping and receiving materials; and assume other duties as assigned. You will also assist in the maintenance of collections, the shelving of materials and shelf reading.

Working with the public requires being people-focused, compassionate, and able to problem-solve in challenging situations.

Working with us will require daytime, evening, and weekend shifts (based on work schedules). Library work will involve lifting. You will report to the Library Manager.

TO BE SUCCESSFUL:

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

- **Behavioural Competencies:** Client Service Orientation; Concern for Order; Effective Interactive Communication; Teamwork and Cooperation
- **Technical Competencies:** Ability to use Office Technology, Software and Applications; Presentation Skills
- **Language:** Written and spoken competence in English and French is required.
- **Education:** High school diploma and at least one (1) year relevant experience; **OR** have completed a library/information study program.

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: \$1,419 to \$1,700 bi-weekly.

HOW TO APPLY:

If you are eligible to work in Canada, 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 or mail to the address indicated below. Please state in your letter that you are applying for the Casual Library Clerk position at the Petit-Rocher Public Library.

Administrative Assistant
Chaleur Library Regional Office
113A Roseberry Street
Campbellton, NB E3N 2G6
Fax: (506) 789-7318
NBPLS-SBPNB.Chaleur@gnb.ca

Thank you for applying. We will be contacting candidates who have been selected for further consideration. The deadline for applications is **September 26, 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!