



Magrath Public Library

Box 295
Magrath, Alberta T0K 1J0
(403) 758-6598
help@magrathlibrary.ca

Job Title: Library Clerk
Location: Magrath Public Library
Position Type: Part-Time
Salary: \$17.00/hr
Hours of work: 12 -15 hrs/wk
(Evenings and weekends required)

Job Description:

Magrath Public Library seeks a detail-oriented, customer-focused individual for the position of Library Clerk. The ideal candidate is passionate about books, committed to excellent customer service, and eager to contribute to an essential community resource. The successful candidate will require a clean criminal record check and a child intervention record check.

Key Responsibilities:

- Provide circulation and membership services.
- Shelve books and maintain organization of materials.
- Maintain accurate and confidential library records and databases.
- Create and implement library programs, events, and displays.
- Answer basic inquiries about library resources and services.
- Perform routine clerical tasks, including filing, data entry, and phone reception.
- Provide basic technical instruction and troubleshooting to patrons, including computer and eReader assistance.
- Other duties as assigned.

Qualifications:

- High school diploma or equivalent.
- Strong customer service and computer skills, including Microsoft Office.
- Ability to work independently and as part of a team.
- Creative problem-solving and organizational skills.
- Physical ability to lift up to 40 lbs, push carts up to 100 lbs, and shelve books.

Application Details:

Review of applications will begin September 3, 2024, and continue until the position is filled. Please send your resume and cover letter in one PDF document to Stephanie Humphreys at shumphreys@magrathlibrary.ca.

Only candidates selected for an interview will be contacted.