



A welcoming place that creates connections and inspires learning for all community members

LIBRARY ASSISTANT 2

The applicant must be able to work at least **28 hours / week, including evenings and weekends.**

Relevant skills and abilities:

Excellent communication and customer service skills, a high degree of computer literacy, and the relevant library skills. The successful applicant must be physically able to bend, stoop, reach, and stand for the shift, as well as to maneuver book carts and carry books as needed up and down stairs. The successful applicant must also commit to following all the Fernie Heritage Library health and safety protocols.

Regular duties for Library Assistant 2 position:

In addition to all of the duties of an Assistant Librarian I, perform general duties related to operation of the Library including, but not limited to, the following: Do cataloguing; assist with Library orientation and instruction on how to access and use library resources; in coordination with the Library Director, or delegate, prepare promotional materials; and assist patrons and perform other duties as directed.

Regular duties for Library Assistant 1 position: In addition to all of the duties of a Page, perform general duties related to operation of the Library including, but not limited to, the following: process interlibrary loans; respond to reference enquiries; provide readers advisory services; administer overdue; maintain membership and other databases; undertake library openings and closings; perform basic repair and maintenance of collection materials; perform basic computer maintenance; maintain library and office supply inventory; in coordination with the Library Director, or delegate, recommend library materials for acquisition and weeding and undertake weeding as directed; in coordination with the Library Director, or delegate, develop and set up library displays; and assist patrons and perform other duties as directed.

Please submit resumes to: administrator@fernierheritagelibrary.com
Thank you for your interest.