

Library Clerk

Purpose

The Portage la Prairie Regional Library provides accessible, innovative library and information services to Portage la Prairie. We're seeking a permanent team member to provide courteous and efficient service to the general public in a variety of library routines. This position has a set schedule of 25 hours per week, including Saturdays.

Supervisory Responsibility

May provide occasional guidance, training, and assistance to students and volunteers.

Duties and Responsibilities

- Performs circulation duties including: checking materials in and out; placing reserves on materials; renewing materials; updating and/or processing new memberships; providing members with information about programs, services, resources and policies; answering circulation desk inquiries; resolving issues on patron records;
- Assists patrons with access to library public computers, online catalogue and reference/readers advisory databases, and basic troubleshooting of computer issues;
- Assists in following opening/closing procedures as directed by senior staff members;
- Maintain the library stacks including: performing shelf-reading, shelving and other duties as assigned in an accurate and efficient manner;
- Actively promotes library programs, resources and eResources;
- Works with management to maintain a pleasant and safe environment for all. Communicates with authorities as needed; takes necessary security measures if a potentially dangerous situation arises; follows violence and harassment policies; completes appropriate reports and forms within expected timeframes.
- Operates cash registers, debit machines; handles transactions for collection of fines, damaged/lost items;
- Performs general housekeeping by communicating with building custodians about issues requiring attention; conducts meeting room set-ups and take-downs for library programs; ensures room renters leave rooms in original state; tidies and re-sets furniture; ensures library pamphlets/flyers are up to date and displayed in a tidy manner; keeps work spaces, closets and filing cabinets clean and organized; and may perform emergency snow removal at entrance if required;
- And other duties as required

Skill/knowledge requirements:

- Minimum 6 months customer service experience;
- Good communication, customer service, computer; public relations, problem solving and interpersonal skills;
- Willingness to develop new skills and participate in professional development opportunities;
- Flexibility to work a variety of shifts, including evenings and weekends;
- Ability to lift up to 40 lbs;
- Proficient in the use of computers and Microsoft Office Suite

We are particularly interested in hearing from candidates who have backgrounds in:

- Developing creative marketing & Social Media Campaigns
- Library/ non-profit operations and administration
- Extensive customer service experience
- Working with historically excluded populations
- Instruction, especially computer or digital literacy

Starting wage is \$16.32 per hour and is eligible for benefits after successful completion of a six-month probationary period. A criminal record and vulnerable person's check may be required of the successful candidate within 1 month of their start date, and a child abuse registry check may be required as well. The Portage la Prairie Regional Library is an equal opportunity employer, and will provide reasonable workplace accommodations.

This position will remain open until filled. Only candidates chosen for interviews will be contacted. If you are interested in this opportunity, please email your cover letter and resume to jobs@portagelibrary.com.

Sharon Nichol
Library Director