

<b>Position Title:</b>	<b>Library Associate</b>
<b>Department:</b>	<b>Member Services</b>
<b>Location:</b>	<b>Downtown Library AND Jensen Lakes Library</b>
<b>Reports to:</b>	<b>Membership Services Coordinator</b>

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**Position Summary:**

Love helping the community make the most of their library experience? This Library Associate role is the main point of contact for library visitors at the St. Albert Public Library. The Library Associate will welcome new and continuing members into the library. They will create, update and resolve membership inquiries while promoting library programs and services. They are hosts of the space, whether that is making a new membership, supporting someone with printing or guiding them to a program. This role also includes circulation, materials handling, daily cash and opening/closing duties. The person in this role is flexible, able to manage multiple tasks and interactions and is a strong team player.

**Position Responsibilities:**

## Circulation and Member Services

- Provides exemplary service in the area of library membership related queries while performing all circulation duties related to borrowing library material.
- Accepts payments from patrons and reconciles daily cash in accordance with the Cash Handling Policy.
- Processes and shelves returned library materials and holds. Performs all opening and closing duties.

## Information Services and Support

- Provides readers' advisory and reference services.
- Provides basic technology troubleshooting for library equipment such as printers, copiers, public access computers and gaming systems.
- Provides basic instruction on the use of eResources, including downloading of apps on devices, service limits and basic troubleshooting.
- May assist with hosting a pre planned program with clear instructions from Library Assistant or above. This would include but is not limited to setting out materials, welcoming attendees, sharing the instructions and facilitating cleaning up.

**Conditions of Employment**

Extended use of keyboards and LCD monitors. Ability to lift 55 lbs. (25 kg.) boxes of library materials (books, supplies). Work is often to short deadlines with frequent interruptions. The work must be performed in a non-partisan and confidential manner.

**Requirements**

- Completion of a degree or diploma in a related field or may consider a combination of education and at least 5 years or more of directly related experience. Library Tech Diploma is an asset.
- The successful applicant must be available to work weekends, evenings and daytime shifts.
- Must have access to transportation as this position may require moving from different locations.

**Compensation:**

**Hours per week: 8**

**Wage: \$32.13- \$38.37/hour**

**Varied schedule, including daytime, evening and weekend shifts. This position requires an ongoing Sunday shift.**

**Closing date:** Sunday, April 19 at midnight

**To apply:** Please email cover letter and résumé to Jordan Moss, [jmoss@sapl.ca](mailto:jmoss@sapl.ca)