**​​ Town of Hanna Library Board**

**Job Posting – Casual Library Clerk**

Library Clerks help librarians and library technicians by serving library users and performing many of the clerical tasks involved in library work. Library Clerks issue and receive library materials; sort and shelve library materials; and provide general library information to users.

**Purpose:** Hanna Municipal Library is seeking an energetic and enthusiastic individual who has an interest in working with the public and in organizing library materials to join our team! *This position may qualify for work experience credits for high school students through J. C. Charyk School.*

**Position Summary:**

Once trained, the **Library Clerk** will be expected to work alone on Tuesday evening. This position requires excellent organizational, computer, and communication skills.

**Applicants must:**

* Be a minimum of 16 years old
* Applicants age 18+ must provide a clean Criminal Record and Vulnerable Sector Check

**Position Reports to:** Library Director and, in the absence of the Library Director, this position reports to the Assistant Director.

**Hours:** 5-10 hours per week; Tuesdays 3pm-8pm, with occasional additional hours.

**Library Clerk Duties:**

* Customer or Public Service
* Respond to general enquiries
* Help patrons find books and other materials
* Circulation of library materials – issue and receive library books and other materials
* Accurate handling of cash transactions including payments for overdue or lost materials, payments for photocopying and/or laminating
* Assist library users in accessing library materials and online resources (including placing holds and/or interlibrary loan requests)
* Assist with maintaining the appearance of work and public areas in the library
* Foster and maintain positive working relationships with supervisors, library staff, library volunteers, the public, and external organizations
* Ensure that all public health requirements and sanitizing are completed as needed
* Carries out other library duties including shelving, shelf-reading, general shelf maintenance, and/or assistance with library equipment as directed by the Director or Interlibrary Loans Clerk
* Assist with public bulletin boards and/or book displays as required

**Additional Qualifications:**

* Enthusiasm for reading, libraries, and literacy
* Ability to communicate with the public with confidence and courtesy
* Knowledge of computers and software
* Willingness to learn

**Application Submissions:** Applications must include a resume and covering letter delivered in person or via email to: **Jenn Steinbrecker**, Director

Hanna Municipal Library

Box 878, 202-1st St W

Hanna, AB T0J 1P0

[jsteinbrecker@hannalibrary.ca](mailto:jsteinbrecker@hannalibrary.ca)

Applications will be accepted until **5:59 pm** on **Tuesday, October 1st, 2024**

*Only those candidates selected for an interview will be contacted.*