



**Cariboo Regional District Library
Community Librarian I (Casual)
Alexis Creek Branch**

Applications are invited for a Community Librarian I (Casual) position at Alexis Creek Branch. The Alexis Creek Branch is open Tuesdays and Thursdays 3:00 pm – 7:00 pm.

The position works on an on-call basis and will fill in for regular staff, as needed. Duties include lending library materials and completion of associated circulation tasks, including loan renewals, holds management, fines clearance and patron registration; assisting the public as needed in the use of public computers intended for access to the Internet, Library catalogue and website; and handling interlibrary loan requests. Additional duties may include preparing monthly income and petty cash reports; handling incoming and outgoing mail; preparing and receiving shipments of materials; and ensuring an orderly and tidy library.

The minimum academic requirement for this position is a high school diploma (Grade 12). Preferred competencies include excellent computer and critical thinking skills; the ability to easily adapt to new technology; demonstrated ability to work cooperatively and effectively with other staff and to deal pleasantly and helpfully with the public. Knowledge of literature and an enthusiasm for promoting and delivering library programs and services is expected of the successful candidate.

This is a BCGEU Union position. Accordingly, a standard probationary period based on the aggregate of hours to reflect 60 working days will apply.

Applications will be accepted by the undersigned until 1:00 pm Wednesday, April 11, 2018 and should be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position.

Wanda Davis, Manager of Library Services
Cariboo Regional District Library System
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We thank all candidates for their interest; however, only those selected for an interview will be contacted.