

TOWN OF



IRRIGATION CAPITAL OF SASKATCHEWAN

Casual LIBRARIAN for the Public Library

JOB SUMMARY: This Casual position would include assisting with daily tasks of the library such as issuing new library cards, checking out library materials, receiving returns and determine outstanding materials. This casual position will fill in to cover shifts as needed due to vacations or other vacancies.

COMPETENCIES:

- Ability to effectively organize and prioritize responsibilities.
- Have strong interpersonal, communication skills and facilitation skills.
- Be comfortable using a computer and software.
- Detail-oriented to ensure information and material are processed correctly.

JOB DUTIES:

- Assist with daily tasks of the library such as issuing new library cards, checking out library materials, receiving returns and determining outstanding materials.
- Respond to inquiries, requests, and complaints of patrons and provides specialized assistance to users with particular needs.
- Assisting patrons with computer use.

JOB REQUIREMENTS:

- Strong interpersonal, communication and facilitation skills
- Flexible schedule
- Valid driver's licence
- Satisfactory Vulnerable Sector Criminal Record Check

Any interested candidates are welcome to forward their cover letter and resume by email to:

townofoutlook@sasktel.net

or drop off at the Town of Outlook office.

Only candidates selected for an interview will be contacted.