



Palliser
Regional Library

www.palliserlibrary.ca

Palliser Regional Library - HQ
366 Coteau Street West
Moose Jaw, SK S6H 5C9
306-693-3669
306-692-5657 (fax)

**IMPERIAL BRANCH
JOB BULLETIN**

Imperial Branch, Palliser Regional Library, requires a part-time Branch Librarian II to work 19.5 hours per week in the library effective immediately.

Working within an automated environment, this person will be responsible for the general operation of the Imperial Branch Library. Typical duties include: circulate library materials, register borrowers, process incoming and outgoing interlibrary loans, perform reader's advisory and simple reference work, shelve library materials, process block exchanges, manage desk receipts, maintain files and statistics, prepare reports, pick up and deliver mail, purchase items for the collection, train library patrons on how to use e-library services, train and supervise casual staff, plan and deliver library promotions and programming for all ages (including seniors, children and young adults) in cooperation with the Imperial Library Board, and serve as secretary (non-voting member) to the Imperial Library Board.

The successful applicant will work closely with the Imperial Library Board, and will report to the Palliser Regional Library Rural Branch Supervisor who will provide ongoing supervision.

Required: completion of grade 12; familiarity with computers, internet, e-mail, and social media, including Microsoft Windows, Microsoft Office Suite and Facebook; ability to establish good working relations with colleagues and the community; ability to work well without supervision; excellent customer service skills; ability to supervise and train junior employees; good public relations, interpersonal and communication skills; knowledge of the reading interests of both adults and children and needs of the Imperial community; ability to market the Imperial Branch Library in the community; availability to participate in workshops and in-service training in Moose Jaw; and a clear Criminal Records Check.

Library experience an asset but not required. On the job training will be provided prior to start date.

Preference will be given to internal candidates.

Starting Salary: \$14.87 per hour (2017 rate).

Deadline for applications: Friday, September 28th, 2018 at 5:00 p.m.

Apply by email, including a resume and references, to:

Ms. Arwen Rudolph, Rural Branch Supervisor
Palliser Regional Library
ruralsupervisor@palliserlibrary.ca