



Nelson Public Library Public Services Assistant – On Call Competition #22CU22L

The Nelson Public Library is currently accepting applications for a Public Services Assistant – On Call position. Reporting to the Chief Librarian, the Public Services Assistant is responsible for providing services to the public at the Public Service Desk.

Wage: \$31.17/hr (July 1, 2021 rate)

Essential Qualifications:

Education/Experience

- Library Technician diploma or equivalent
- Two years post-secondary education or equivalent experience
- Significant library or other relevant work experience; including technology and customer services.

Skills/Abilities

- Excellent communication and customer services skills with all members of the public including those with complex needs (eg. mental illness or experiencing homelessness) with assurance, understanding, courtesy and tact.
- Knowledge of Library resources for reference services and ability to provide reference services to the public.
- Strong technology skills including use of mobile devices, integrated library systems, and software required to complete assigned tasks such as word processing and spreadsheet management.
- Ability to perform work in a fast-paced environment in which simultaneous performing of multiple tasks is often required
- Ability to maintain a competent professional demeanor under pressure
- Eager to contribute to the collegial atmosphere of the library, and to work well in a team environment that adheres to and emphasizes the principles of a respectful workplace.

In keeping with the Criminal Records Review Act, this position will require a Criminal Records check including a Vulnerable Sector search as a condition of employment prior to starting work with the City of Nelson.

Interested applicants should submit their covering letter and resume by May 13, 2022 to:

Human Resources
City of Nelson
101-310 Ward Street Nelson, BC V1L 5S4
Email: hr@nelson.ca

We thank all applicants for their interest, however only those under consideration will be contacted. The City of Nelson is committed to employment equity. We encourage all qualified applicants to apply.