

On-Call Public Services Assistant

Nelson Public Library - City of Nelson Competition #26CU78



POSITION SUMMARY:

Reporting to the Chief Librarian, On-Call Public Service assistants are responsible for answering circulation, directional and reference questions at the Service Desk through a variety of communication methods and providing technological assistance. Library values guide their work and they act as an ambassador of the Library at all times. The pay grade for this position is Library Assistant I.

On-Call Availability:

This is an on-call position. The successful applicant will have regular availability for on-call shifts, which may include evenings and weekends, based on operational needs. The on-call list is reviewed annually and updated as required.

Preferred Qualifications:

- Library Technician qualification or equivalent;
- Two years of post-secondary education and equivalent experience;
- Significant library or other relevant work experience, including technology and customer service;
- Class 5 Driver's Licence and Driver's Abstract pulled annually.
- The capacity to communicate and relate effectively, meaningfully and in a manner that creates an excellent visitor experience.
- Strong technology and instructional skills to support community technology needs and to perform daily library administrative tasks.
- Keeps library skills current and has familiarity with new print and electronic resources in order to best serve the community's information needs.
- Familiarity with current and popular fiction, non-fiction, audiovisual and digital content.
- A strong aptitude and interest in serving diverse community members, including those with complex needs.
- Demonstrated strong organizational skills and the ability to exercise initiative and sound judgement under pressure.
- Knowledge and understanding of community need and barriers faced by diverse populations including knowledge of antiracism, inclusion, accessibility and equity principles .

Rate of Pay: \$37.18 per hour, plus 12 % in lieu per the Collective Agreement
Hours/Days of Work: On Call (Mon-Sun)
Start Date: October 1, 2026
Application Deadline: September 18, 2026 by 4:00 p.m.

For a full job description, including required qualifications and experience, please visit nelson.ca/jobs.

We look forward to hearing from you!

Interested applicants should reference #26CU78 when submitting their resume and cover letter to hr@nelson.ca no later than September 18, 2026 at 4:00 PM