

Temporary Administrative Services Assistant

Nelson Public Library - City of Nelson Competition #26CU79



Rate of Pay:	\$38.57 (12% in lieu of benefits)
Hours/Days of Work:	Part-time Term Position, Wednesday, 9:00 a.m. to 5:00 p.m.
Length of Assignment:	September 16, 2026, to December 30, 2026 or until return of incumbent
Application Deadline:	September 8, 2026, at 4:00 p.m.

POSITION SUMMARY:

Reporting to the Chief Librarian, the Administrative Services Assistant provides routine administrative, financial-record and office support for the Nelson Public Library. The position serves as a point of contact, gathers and routes information, prepares records and documents for review, and refers decisions and non-routine matters to the Technical and Administrative Services Coordinator or other appropriate employee. The position provides its administrative services in alignment with Library values: Universal and Equitable Access, Excellent Service, Equity, Diversity and Inclusion, Sustainability, and Meaningful Relationships.

Essential Qualifications:

- Post-secondary certificate or diploma in office administration, business administration or a related field, or an equivalent combination of education and experience; library-related training is an asset.
- Relevant administrative support experience, including record keeping, routine financial documentation and customer service; experience in a library, public-sector or non-profit environment is an asset.
- Training or demonstrated experience with routine bookkeeping, purchasing or basic accounting procedures is preferred.

Skills and Abilities:

- Excellent organizational, time-management and records-management skills, with strong attention to detail and accuracy.
- Knowledge of basic accounting, purchasing and business procedures and the ability to maintain clear supporting documentation.
- Strong computer skills, including word processing, spreadsheets, shared files, email and other software required to complete assigned tasks.
- Ability to compile, verify and present statistics and routine administrative information clearly.
- Superior written and oral communication, customer-service and interpersonal skills.
- Ability to manage shifting priorities, exercise sound judgment, maintain confidentiality and work effectively with minimal supervision.
- Knowledge of library resources and the ability to provide routine reference and reader's advisory service.
- Knowledge and understanding of community needs and barriers faced by diverse populations, including anti-racism, inclusion, accessibility and equity principles.
- Ability to interact pleasantly and courteously with the public, community partners, vendors and staff and to promote a harmonious workplace.

To find a full description of the position role, including required qualifications and experience, please visit nelson.ca/jobs.

We look forward to hearing from you!

Interested applicants should reference #26CU79 when submitting their resume and cover letter to hr@nelson.ca no later than September 8, 2026, at 4:00 PM

We thank all applicants for their interest in joining the Nelson Public Library. The City of Nelson is committed to creating an inclusive, diverse, equitable, and accessible workplace. We encourage applications from all qualified individuals, including Indigenous Peoples, persons with disabilities, members of visible minority groups, women, and people of diverse gender identities and sexual orientations.

If you require an accommodation at any stage of the recruitment process, please contact Human Resources as early as possible so we can support you.