



## SIX NATIONS PUBLIC LIBRARY, Est. 1966

1679 Chiefswood Road

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### Library Clerk

Six Nations Public Library

Contract Position

**JOB SUMMARY:** This position reports to the CEO and is responsible for circulation needs; customer service; and reinforcing the policies, values and commitment through interactions with patrons. Under the general supervision of the CEO, the Clerk performs professional and technical work in operating and maintaining the library.

This position works a minimum of 25 hours per week (may include day, evening and weekend shifts). Flexibility is required to cover additional hours as needed. Potential for increase in hours, moving forward.

**SALARY RANGE:** To be determined

**BASIC QUALIFICATIONS:** SNPL will train new Clerks for Library specific knowledge when required; however, the following list is inclusive for a successful Clerk:

- Knowledge, skills and abilities as acquired through a combination of education and experience;
- A diploma or certificate in library techniques or records management is preferred;
- Previous academic or work experience providing knowledge of the library principles, organization, operations, procedures, and reference materials is a plus;
- Must be technologically savvy;
- Must possess efficient knowledge of computers, MS Office Suite (including Word, Excel, and PowerPoint), Internet searches, and database searches;
- Must be confident in working with various electronic devices such as laptops, e-readers, tablets, smartphones, etc;
- Must be able to demonstrate strong public relations skills, interpersonal, verbal and written communications skills;
- Ability to use general office equipment such as a cash register, computer printer, digital scanner, and photocopier.

**SUBMISSION PROCEDURE:** Candidates may submit a detailed cover letter, resume and the names and contact information of three references, in confidence, to the Library.

**- Interviews scheduled for week of October 17-**

Please apply using only **one** method of application below:

Via email: [Director@snpl.ca](mailto:Director@snpl.ca) (*preferred*)

In person at 1679 Chiefswood Road, Ohswegen

Via fax: (519) 445-2872

*Considered applicants will be contacted for an interview. The successful candidate must provide a criminal records check including vulnerable sector.*