Full-Time Contract – Library

POSITION TITLE: Library Clerk
REPORTS TO: CEO, Six Nations Public Library

We are looking to fill 1 – 2 Library Clerk positions for an immediate start date.

JOB SUMMARY: This position reports to the CEO and is responsible for circulation duties; 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 37.5 hours per week (may include day, evening and weekend shifts). Flexibility may be required to cover hours of operation as needed.

SALARY RANGE: $32,272.50 – $45,316.44

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;
- 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 printer, digital scanner, and photocopier and fax;
- 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.

To apply, please send resume, cover letter and contact details for 3 references to:

Feather Maracle, CEO and Director of Library Services
Six Nations Public Library
1679 Chiefswood Road, Ohsweken ON; N0A 1M0
Director@snpl.ca
Application package may be sent by mail, dropped off in-person or sent via email

While we thank all candidates for their interest, only those whom we wish to interview will be contacted. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. The successful candidate must provide a criminal records check including vulnerable sector.