

JOB OPPORTUNITY

Posting # & Date: 10-27

March 1, 2010

Vacancy Type: Permanent – Part-Time

Post-ratification vacancy – Shifts may be rescheduled to include all Sunday openings, as per Article 13.13 of Collective Agreement

Requirement: As per Article 2.07 of the Collective Agreement, applicants must be “enrolled in a high school program or a program at a recognized post-secondary institution”

Wage Rate: \$15.03 per hour (2010 Rates)

Location: WALNUT GROVE LIBRARY

10 hours

Shift:

Monday	4:00 pm – 8:00 pm (4)
Tuesday	4:00 pm – 8:00 pm (4)
Thursday	4:00 pm – 6:00 pm (2) – School year only

Apply to: David Thiessen, Library Manager, Township of Langley
Murayville Library, 604-533-0339, FAX 604-514-7260

Closing Date: THURSDAY, MARCH 11, 2010 at 4:30 PM

Note: Applications to be mailed or faxed for receipt by closing date.

JOB TITLE:

PAGE

May 15, 2006

FUNCTION:

Under the direct supervision of the Community Librarian, Library Supervisor, Operations Supervisor or designate, the Page is responsible for performing a variety of elementary duties related to the physical organization and maintenance of library materials.

WORK PERFORMED:

1. Sorts and organizes material for shelving, shelves material, tidies shelves and shelf-reads to ensure material is in its proper place.
2. Picks up material used in-house for re-shelving or re-filing.

3. Assists in pulling holds and/or emptying book drops.
4. Assists with packing and unpacking of library materials.
5. Cleans books, CD's, videos and other materials.
6. Assists in minor repairs of library materials.
7. Assists in physical set up of facility for library programming.
8. Responds to directional questions and refers customers to appropriate staff.
9. Performs other related duties as assigned.

RELATIONSHIPS:

- | | | |
|---------------------|--|--|
| 1. Supervisor | Direct: | Community Librarian
Library Supervisor
Operations Supervisor |
| | Advisory: | Assistant Operations Supervisor |
| 2. Staff Supervised | Direct: | N/A |
| | Advisory: | N/A |
| 3. Other | Contact with FVRL staff and customers. | |

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to follow oral and written instructions.
2. Knowledge of the English language, spelling, punctuation and arithmetic, including decimals.
3. Ability to arrange items in alphabetical and numerical order.
4. Ability to recognize the need for shelving changes and to evaluate the physical condition of library materials.
5. Ability to work collaboratively in a team environment with all levels of staff and customers with courtesy, tact and co-operation.
6. Physical ability to perform the duties of the position.

EDUCATIONAL REQUIREMENTS, TRAINING AND EXPERIENCE:

1. Successful completion of Grade 10.