

## Job Posting

[valleylibrary.ca](https://valleylibrary.ca)

At the Annapolis Valley Regional Library, we are passionate about connecting people with knowledge, fostering community engagement, and embracing innovation. We are more than just books: we are a vibrant hub for learning, creativity, and connection. Whether it's curating resources that empower our diverse community, hosting dynamic programs, or providing access to new technologies, we strive to make a meaningful impact every day.

As a part of our team, you'll work in a collaborative and forward-thinking environment where new ideas are encouraged, professional growth is supported, and every day brings the opportunity to inspire and be inspired. If you're ready to be a part of an evolving, community-driven organization that values inclusivity, creativity, and lifelong learning, we'd love to hear from you!

The Annapolis Valley Regional Library has a casual position opening for a **Substitute Library Clerk** that is willing to work at **all** of the following branches: Rosa M. Harvey Middleton & Area Library, Kingston Library, and Berwick and District Library.

### Summary:

Under the supervision of a Branch Supervisor, is responsible for service to the public, library programming and is responsible for branch operation in the absence of the Branch Supervisor.

Position: Library Clerk

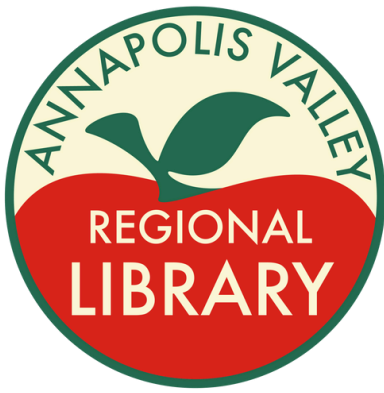
Location: Middleton, Kingston, and Berwick branches

Status: Casual

Salary range 2024-2025: \$17.76 per hour

Classification: Band 2- Library Clerk

Hours per pay period: No set schedule or set number of hours



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### Duties:

#### *Service to the Public*

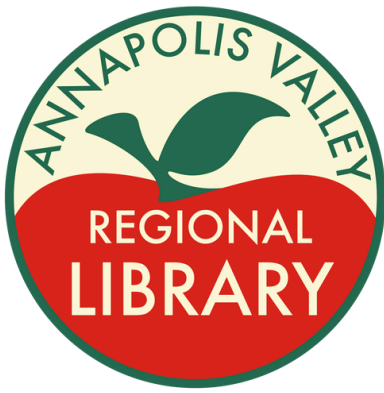
- Educates the public on library services
- Resolves concerns and complaints from the public and refers to a supervisor as appropriate
- Assists the public on the use of library technology
- Provides training and information on features of the library website and web catalogue
- Assists the public with the search for and selection of library materials
- Assists in the delivery of library events and presentations
- Assists the public with use of the facility and booking of space

#### *Library Services*

- Promotes and registers participants in selected library programs and events
- Registers patrons, creates, verifies and maintains library records
- Maintains library collections in good order
- Performs all circulation functions
- Assists in the unpacking and sorting of all items sent from the Administration Office and other library systems

#### *Library Programming*

- Delivers scheduled library programs for all ages
- Effectively supervises program participants
- Prepares program statistics and reports
- Prepares facilities for library programs and returns facilities to good order



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### **Duties Continued:**

#### *Supervision*

- Contributes to a positive work environment
- May be scheduled as shift supervisor
- Leads work-teams on tasks and projects

#### *Other*

- May fill-in for other staff as needed
- May work unsupervised for scheduled periods
- May drive library vehicles
- Performs other related duties as required

### **Education and Experience:**

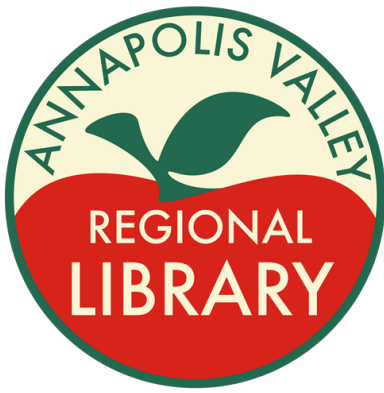
Grade 12 plus the completion of a clerical training course or equivalent.

One year of experience in the library field.

### **Knowledge and Abilities Required:**

#### *Communication*

- Practices conversation as a valuable means of exploring ideas and making sense together
- Communicates effectively using a variety of methods
- Communicates effectively with a variety of audiences and individuals from diverse backgrounds
- Selects and applies the most appropriate and effective communication skills to meet situational needs



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### **Core Competencies Continued:**

#### *Collaborative Relations*

- Develops and maintains healthy relationships with others to achieve common goals
- Works collaboratively in teams or groups
- Demonstrates an aptitude for collective problem solving
- Practices informal leadership

#### *Learning and Mindset*

- Pursues a commitment to self-directed learning
- Manages the ongoing development of competencies and the advancement of one's career
- Anticipates and adapts to change with a sense of optimism and opportunity
- Pursues creative and innovative approaches to library service

#### *Ethics and Values*

- Demonstrates an active commitment to service that guides work performance
- Understands and acts in accordance with professional values and ethics of library service
- Demonstrate a strong work ethic and personal accountability
- Demonstrates loyalty and commitment to the organization

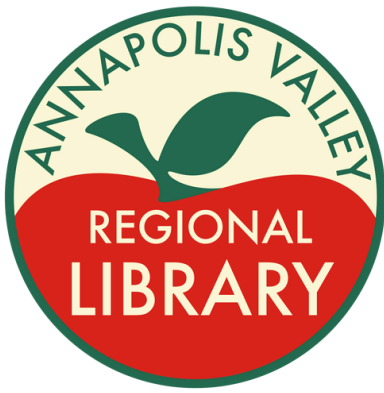
#### *Laws, Policies, and Procedures*

- Enforces the library's policies and procedures in the supervision of public service

#### *Customer Service Champion*

- Applies and models customer service skills to enhance the level of user satisfaction
- Applies effective techniques to address difficult situations with users

Annapolis Valley Regional Library is committed to inclusive, accessible, and barrier-free employment that reflects the diversity of our community. We welcome applications from qualified individuals including members of racialized groups, Indigenous Peoples, persons with disabilities, and those of any sexual orientation or gender identity. If you require accommodation, please let us know; we are happy to ensure a barrier-free hiring process. For more information please visit: <https://valleylibrary.ca/services/accessibility/>



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### **Core Competencies Continued:**

- Contributes effectively to the development and evaluation of standards and practices for the delivery of quality service

#### *Service/Department Oversight*

- Understands the operations of the service or department

#### *Facilities*

- Maintains a welcoming and user-friendly physical environment that encourages all community members to use library services
- Creates and maintains a healthy and safe environment for library users and staff

#### *Community Relations*

- Understands and supports community resilience and well-being

#### *Customer Service*

- Provides assistance to library users in a manner that is warm, welcoming, and respectful
- Facilitates requests for information and provides accurate and appropriate answers
- Demonstrates comfort in assisting library users with disabilities and accommodating special needs
- Demonstrates a good working knowledge of the full range of programs and services offered by the library
- Provides informal instruction and assistance to build skills of library users
- Demonstrates comfort in assisting users with the library's public access technology, peripherals, devices, and networks



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### Core Competencies Continued:

- Demonstrates comfort in assisting users with personal portable devices
- Connects patrons of all ages with resources that encourage reading

#### *Access Services*

- Understands and executes the advanced operations of the circulation function
- Assists users in making the best use of the library

#### *Reader's Advisory*

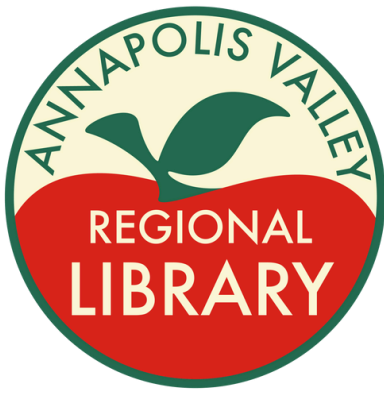
- Assists users with choosing popular and recreational reading, viewing, and listening choices
- Develops strategies to stay well-informed as a readers' advisor

#### *Reference*

- Facilitates library users' requests for information
- Provides search and retrieval of requested information and presents results that are clear and of appropriate scope

#### *Programming & Outreach*

- In collaboration with AVRL administration and system-wide staff, delivers services to meet the needs and interests of children, young adults, and adults in the community
- Designs and implements outreach services and library programs for targeted groups that offer information, special skills or entertainment
- Develops and delivers engaging programs
- Delivers programs to achieve stated outcomes for children, young adult, and adult patrons



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### Core Competencies Continued:

#### *Basic Computer Literacy*

- Performs basic functions of e-mail applications
- Performs basic calendar operations and task management
- Understands and uses basic computer hardware and peripherals
- Understands and performs basic operating system functions
- Understands and performs basic functions and tasks of common software programs
- Performs basic printing operations from common applications
- Demonstrates beginner-level proficiency with word processing programs
- Demonstrates beginner-level proficiency with spreadsheet programs
- Demonstrates beginner level proficiency with mobile devices

#### *Intermediate Technology*

- Demonstrates a general understanding of all the technologies utilized by the library: e.g. catalogue, website, social media, etc.
- Understands and uses the Internet and web based applications
- Performs basic information searches
- Understands common security protocols related to Internet use
- Understands and uses common social media tools
- Uses technology to share information, communicate, and collaborate

Please note that only applicants selected for an interview will be contacted. Qualified candidates are asked to submit a resume and cover letter (in PDF format) indicating how they meet the qualifications of this position to Samantha Driscoll, Human Resources Manager, via email at: [sdriscoll@valleylibrary.ca](mailto:sdriscoll@valleylibrary.ca) on or before July 4, 2025. Alternative formats for this document are available upon request. Please contact Human Resources for assistance.

Annapolis Valley Regional Library is committed to inclusive, accessible, and barrier-free employment that reflects the diversity of our community. We welcome applications from qualified individuals including members of racialized groups, Indigenous Peoples, persons with disabilities, and those of any sexual orientation or gender identity. If you require accommodation, please let us know; we are happy to ensure a barrier-free hiring process. For more information please visit: <https://valleylibrary.ca/services/accessibility/>