



New Brunswick Public Library Service

On Call Circulation Clerk Various Locations

WHO WE ARE:

The New Brunswick Public Library Service (NBPLS) is made up of 63 public libraries throughout the province. Our libraries aim to be places where people of all ages and backgrounds can gather while they pursue their educational, social, and recreational needs.

THE POSITION:

As an On Call Circulation Clerk, you will work with the Circulation team, helping to serve patrons. You will provide loan service through an automated circulation system, answer questions from patrons, make reading recommendations and help the public learn how to use the library and its services (including computers). You will put items on shelves, perform checks to make sure items are shelved properly, and assist in the maintenance of collections (ex. removing items that can no longer be borrowed, sending items to be repaired, etc.). You will also help with shipping and receiving materials, delegating tasks to volunteers, summer students and interns and other duties as assigned.

Working with the public requires being people-focused, compassionate, and able to problem solve in challenging situations.

Working with us on call will require daytime, evening, and weekend shifts on an as-needed basis. Library work will involve lifting on occasion, standing for extended periods of time, and some repetitive tasks. You will be joining a team of regular employees reporting to the Circulation Supervisor.

TO BE SUCCESSFUL:

Your attitude, skills and interests are just as important as your area of study. We are looking for people with diverse backgrounds that bring a combination of the following:

- **Language:** Some opportunities require written and spoken competence in English and French. Others will require written and spoken competence in English or in French only. Please state your language capability.
- **Education:** a high school diploma and at least one (1) year of experience working with the public

Experience using email, the Internet and MS-Word is necessary.

Please ensure that your preferred language for assessment (English or French) is identified on your resume. You must clearly demonstrate the essential qualifications to be given further consideration.

Prior to appointment, you will be required to obtain a criminal record check for work with the vulnerable sector, as you will be working directly with the public.

Resumes should be in chronological order specifying education and employment in months and years including part-time and full-time employment.

SALARY: \$19.96/hour

HOW TO APPLY:

Please submit your application (letter and up-to-date resume) along with a copy of a certificate confirming completion of the level of education required to the email address that is associated with your library of interest below.

A casual worker shall not be employed in any one department for more than 260 paid days in a 24-month period.

Thank you for applying. We will be contacting candidates who have been selected for further consideration. Your resume will be kept for six (6) months.

You must specify which library or libraries you are applying for in your cover letter. Applicants who fail to do so will not be considered.

Library	Email
Moncton	NBPLS-SBPNB.AWK@gnb.ca
Campbellton	NBPLS-SBPNB.Chaleur@gnb.ca
Saint John Main	NBPLS-SBPNB.Fundy@gnb.ca
Edmundston	NBPLS-SBPNB.HSJ@gnb.ca
Fredericton	NBPLS-SBPNB.York@gnb.ca

EQUAL OPPORTUNITY EMPLOYER:

We are an Equal Opportunity Employer. We are committed to building a workforce that reflects the diversity of our communities in which we live and serve. We encourage and support applications from Indigenous persons, persons with disabilities, and members of visible minority groups. Candidates registered with the [Equal Employment Opportunity Program](#) and veterans, who are among the most qualified, will be given preference at the time of selection.

Check out what it is like to work at the Government of New Brunswick, where we are working together as [One Team One GNB](#) to improve the lives of New Brunswickers every day!