



Succursale Alban Branch

796 Hwy 64, Unit A, Alban ON
P0M 1A0 Tel/Fax: (705) 857-1771
Email/Courriel: library@frenchriverlibrary.ca

Succursale Noelville Branch

Rue 15 Dollard St, Noelville ON
P0M 2N0 Tel/Fax: (705) 898-2965

The French River Public Library is within the Municipality of French River, a vibrant and beautiful community with a population of 2,600 permanent residents and over 2,500 seasonal residents. The Municipality is located approximately 80 kilometers southeast of the City of Greater Sudbury and covers an area of approximately 750 square kilometers. It consists of the communities of Alban, Monetville and Noëlville. The French River Public Library is serviced by two branches, one located in the Community of Alban and one in the Community of Noelville. The Library is well recognized in the community and enjoys well established funding and support from the Municipality.

Library clerk position (24 to 32 hours per week)

Salary: \$16.00 to \$20.00 per hour depending on experience

Qualifications required

- Required to work both branches.
- Must have own transportation.
- Ability to communicate effectively with adults and children.
- Proficiency and knowledge of computers, related software and social media.
- Ability to handle financial transactions and confidential information.
- Ability to work with minimal supervision.
- The ability to speak, read and write proficiently in the French and English languages is an asset.

Job description

Day to day operation of the French River Public Library including but not limited to Inter Library Loans, Overdues, References, Library Programs and Circulation.

Provide circulation services to patrons by:

- shelving materials correctly.
- checking materials out to patrons and ensuring that they are returned and discharged from the patron's card.
- registering new patrons and keeping patron files up to date.
- assisting in shelf reading the collection to ensure materials are able to be retrieved quickly.
- processing and repairing materials as needed.
- assisting in the weeding of outdated and damaged material from the collection.

- assisting in requisition of supplies and stationery as required.

Provide clerical services by:

- processing overdue and lost item notices.

- Process interlibrary loan requests.

- providing reference services to the public.

- providing instruction to patrons in the use of the various reference materials available in the library and on-line.

Promote the Library and literacy by:

-Planning and delivering literacy/library programs appropriate for persons of all ages.

- Planning of events and displays.

- Preparing posters, pamphlets and flyers explaining the services and programs offered by the Library.

Deadline for application: Friday November 20th 2020

To apply for this position, forward a letter of interest and a resume to:

Christine Charron CEO

15 Dollard Street, Noelville, ON P0M 2N0

Fax: 705-898-2965 or E-mail: library@frenchriverlibrary.ca