

Job Title: Collection Assistant

Date: April 2025

Description:

The Camrose Public Library is looking for a precise, speedy, book loving detective who can work behind the scenes to keep our collection in tip top shape!

Job Summary:

The Camrose Public Library is located in the city of Camrose Alberta, and serves a population of ~20,000, not including members of the Camrose County. CPL is a part of the Parkland Regional Library System.

We need someone who is diligent about the details, who excels at puzzles, and who can spot something out of order from across the room. You will spend most of your time in the workroom and in the stacks, checking items in, unpacking book deliveries, getting items ready to be added to (or removed) from the collection, and paging. As CPL is in the midst of an organizational restructuring, the right person will be flexible as we adjust this new position. If putting things in their place is your happy space, this is the job for you!

Duties:

- a. Ensures that material is available to users promptly.
 - Discharges returned material
 - Shelves material accurately and promptly
 - Identifies damaged material for repair or replacement
 - Shelf reads to ensure accuracy in location
 - Finds requested material
- b. Ensures that the collection is in good condition.
 - Weeds collection according to guidelines
 - Makes minor repairs to material
 - Updates item records
 - Process items not done by PRL
- c. Supports shipping and receiving of material
 - By unpacking bins
 - By packing bins
- d. Participates as a team member to the achievement of CPL's goals
 - By supporting projects, tasks and work that carry out the plan of service

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- By working with colleagues in a manner that supports the vision, mission and values of CPL
- By continuing to learn new skills

The employer reserves the right to change or assign other duties to this position.

Minimum Qualifications:

- Grade 12 diploma (must be 18+)
- Ability to sort and file alphabetically and numerically
- Successful candidate must provide a current Police Check and Child Intervention Record Check.

Competencies:

- Responds to job related commitments by meeting deadlines and being reliable
- Completes work commitments on time following organizational standards
- Delivers quality work with limited errors
- Acknowledges errors or mistakes and takes ownership over corrections
- Maintains acceptable attendance and understands the importance of confidentiality
- Ask questions and looks for answers to issues
- Follows organizational structure and direction when responding to situations
- Operates and maintains a safe and hazard free workspace

Working Conditions:

- Standard public library environment, includes lifting boxes and library materials, reaching / squatting to place materials on shelves, pushing and pulling book carts and frequent standing, walking, and bending.

Hours of Work:

- Twenty-two (22) hours per four week period (avg 5.5 hours a week).
- Permanent position.
- May require some evenings or weekends. Must be available to work Fridays.

Supervisor:

- Service desk Supervisor

Compensation:

\$18.00/hr

How to Apply:

Please email a single PDF containing both your cover letter and resume by April 1, 2025, at 9:00am.

Camrose Public Library celebrates diversity, and we are committed to creating an inclusive environment for all employees. If you have a disability and need any accommodations through the recruitment and selection process, please reach out to Alyssa Martin.

All questions and submissions can be emailed to cpl@prl.ab.ca