



# Wapiti Regional Library

*Serving Central Saskatchewan*

## Wapiti Regional Library

**Classification:** Branch Librarian

**Location:** Candle Lake

**Duration:** Permanent

**Salary Scale:** \$15.65 - \$17.44

**Hours Per Week:** 15      Tues. 11-5; Wed. 4-7; Thurs. 9-12; Sat. 9-12

The Board of the Candle Lake Public Library, which services the community of Candle Lake and area, is currently seeking a Branch Librarian. The Branch Librarian performs a wide variety of public library routines. The Librarian is central to the delivery of public library service to the community. All operational and administrative library duties are the responsibility of the Librarian. The Librarian must be able to work independently and exercise initiative and independent judgement based on a thorough understanding of library policies and procedures. The Librarian must be precise in execution of duties and work effectively with the public.

### REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

1. Skilled in relating to the public in a friendly, positive manner.
2. Good oral and written communication.
3. Good clerical skills; thorough and accurate in maintaining records.
4. Supervise staff, if applicable, and delegate responsibilities.
5. Work effectively with volunteers.
6. Maintain confidentiality with respect to the affairs of the library patrons and users of library programs and services.
7. Able to learn assigned tasks; ability to organize work and meet deadlines.

### DESIRABLE TRAINING AND EXPERIENCE

1. Completion of grade twelve (12).
2. Previous library and/or office experience.
3. Computer literate including familiarity with Windows operation system, email, Microsoft Word and Excel. Able to search the internet.
4. Present an acceptable Criminal Record Check and Vulnerable Sector Check before being offered a position in a Wapiti Regional Library Branch.

Training will be provided by Wapiti Regional Library.

TO APPLY: Provide a resume and cover letter by October 8, 2021 via email to [rosemarybrandrick@gmail.com](mailto:rosemarybrandrick@gmail.com) or mail to Rosemary Brandrick, Box 345, Candle Lake, SK S0J 3E0