



January 18, 2019

JOB OPENING: Temporary assignment

(Undetermined period)

Library clerk

The workplace is the Reginald J.P. Dawson Library, 1967, Graham Blvd. The work is full-time and the schedule is variable.

The work consist of performing simple and varied tasks related to the operation of the Town library.

EXAMPLES OF TASKS PERFORMED

- Performs general counter clerk tasks, including handling memberships, loans and returns, providing general information, following up on overdue loans and compiling statistics;
- Shelves books and revises the order of books on shelves (moving them as needed);
- Prepares and repairs books and checks audio-visual documentation;
- Transcribes, photocopies and compiles programs, bibliographies, letters, reports, promotional documents, etc.;
- Looks after general maintenance of photocopiers and other equipment used by the public;
- Helps prepare displays and book exhibits;
- Prepares signs and posters;
- Participates in the committees and, as needed, takes part in the library's special activities;
- Assists with public activities and with questions about quick reference works using the catalogues and computers;
- Reproduces bibliographic reference lists;

- As required, uses various types of office equipment and the appropriate software to perform certain job-related tasks;
- Performs any other related tasks.

REQUIREMENTS

The successful candidate will meet the following conditions:

- High school diploma.
- The position requires at least six (6) months' experience in a job allowing the incumbent to familiarize him/herself with the field.

Skills and abilities :

- to perform simple manual tasks;
- to perform simple writing tasks;
- to be tactful and courteous;
- to communicate easily and understand the needs of users.

Mastery of both spoken and written French and English.

The salary is between \$20.03 and \$28.61 per hour.

PLEASE NOTE:

Applications will be accepted until Thursday, January 24, 2019, 4:30 PM.

The interested people have to send their curriculum vitae to Roxane Gaudreau, councilor in human resources, by e-mail at humanresources@town.mount-royal.qc.ca mentioning competition number **2019-02**.