



Employment Opportunity Part Time Librarian Helper

Expires: April 6, 2018

The Town of Rosthern invites applications from qualified persons for the position of a permanent part time Librarian helper.

This position reports to the Rosthern Librarian and has the following job duties:

- Cataloguing, classifying, circulating and maintaining library materials.
- Facilitating book requests from patrons.
- Dealing with the public.
- Other job duties as requested by the Librarian.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the Dewey Decimal System would be an asset.
- Advance computer skills.
- Analytical and problem-solving skills.
- Possess cultural awareness and sensitivity.
- Good public relations skills.
- Good organizational, time management and prioritizing skills.
- Teaching experience is preferred.

Candidates for this position are invited to submit applications detailing qualifications, experience, education, and references to:

Town of Rosthern
PO Box 416
Rosthern, SK S0K 3R0
Phone: 306 232 4826
Email: Rosthern.library@wheatland.sk.ca

We thank all applicants, but only those chosen for an interview will be contacted.
For a more information contact Pat at 306 232 5377.