



## Job Posting - Library Service Specialist

Drayton Valley Library is seeking a **Service Specialist** to join our team for a one-year term (maternity leave) with possibility of extension. The position includes a guarantee of **28 - 32 hours per week** with variable daytime, evening and Saturday shift schedule.

### About Our Library & Community:

Drayton Valley Library serves a population of over **14,000 residents** in the Town of Drayton Valley and Brazeau County. We are committed to providing quality library services that are responsive to individual and community needs.

Learn more about the Drayton Valley Municipal Library at [www.draytonvalleylibrary.ca](http://www.draytonvalleylibrary.ca).

### Position Summary:

Service Specialists are the face of the library and of the community. They are often the first point of contact for library users. Service Specialists must be approachable, amicable and knowledgeable on a broad range of subjects and must be able to adapt to user needs.

Service Specialists help library users with: personal devices, public computers, reference questions, reader's advisory requests and lending collection items.

Service Specialists also supervise activities inside the library, ensuring that facilities are safe and respectfully being used by all people in the space (Code of Conduct).

Service Specialists are required to keep abreast of current and upcoming events to assist in promoting the library's programs and activities.

### Qualifications:

- Applicants must have completed a post-secondary diploma (one or two-year) or degree (four-year) program in any field of study.
- Previous experience in customer service is an asset.
- Must provide Criminal Record and Vulnerable Sector Checks.

### Qualities:

- Positive, patient and pleasant public demeanor.
- Excellent organizational, time-management and communication skills.
- Must be able to work independently and as part of a team.
- Proficient with computers, MS Office programs, personal devices and able to troubleshoot technology issues.
- Physical requirements: Must be able to lift 30 lbs. (~15 kg) from floor to chest height.

### Wages & Benefits:

Wage range for this position is **\$21.30 to \$23.90 per hour** and includes employee benefits.

### Application:

Applicants are asked to submit a **cover letter** with **résumé** in person or by email to:

**Douglas Whistance-Smith**  
Drayton Valley Library Director  
5120-52 Street, Drayton Valley  
[dvml@draytonvalleylibrary.ca](mailto:dvml@draytonvalleylibrary.ca)

Applications accepted until Saturday, **October 8<sup>th</sup>, 2022.**