**Cape Breton Regional Library**

**Library Assistant/Bookmobile Driver (Full-time)**

The Cape Breton Regional Library invites **INTERNAL** & **EXTERNAL** applications for the **full-time** position of **Library Assistant/Bookmobile Driver**.

*We Bring the Library to You!* The CBRL strives to serve its entire community by offering programs and services outside our branch locations that will strengthen and improve the quality of life for our patrons. From visits to schools, daycares, and senior living facilities, to attending community events, we make sure the Library is there for everyone. The CBRL Bookmobile (Large Cargo Sprinter Van) is an essential part of outreach services meeting people where they live, work, and play. The Bookmobile is a wide reaching, full-service library on wheels making scheduled stops throughout CBRM and Victoria County.

We are seeking a dynamic, customer-focused individual to provide frontline library service. The successful individual will be an excellent team player, well organized with time management, prioritization capabilities and follow-up skills. The ideal candidate will be friendly, outgoing and self-directed; they will be safety-conscious with an excellent driving record.

**Essential Duties:**

* Provides pleasant, professional customer service at Bookmobile stops and outreach events.
* Drives the Bookmobile safely and promptly to scheduled daily stops and special events.
* Assists Bookmobile customers with questions and information requests.
* Ensures appropriate materials are shelved for the patrons of each day’s route.
* Performs daily check out/check in of materials on board Bookmobile and at Library Headquarters.
* Handles collection maintenance, including weeding items and rotating items to keep the collection at an appropriate size and to provide patrons with variety.
* Assists patrons of all ages in finding reading material that suits their interest and pleasure and informational needs.
* Performs a number of circulation duties utilizing the Library’s ILS system including but not limited to: processing new card applications, receiving new materials, placing holds, searching the catalog for requested material.
* Assists patrons in the use of e-books and other downloadable materials being offered through the Library’s website.
* Attends and plays an active role in outreach events including reading aloud to younger audiences (programming).
* Assists in assessing the performance of bookmobile stops and in revising the bookmobile schedule as community demand warrants.
* Monitors the need for and recording of all vehicle maintenance.
* Cleans interior of bookmobile.
* Tracks daily and monthly statistics.

**Hours and Working Conditions:**

This position is full-time (35hrs/week), based out of Library Headquarters. Evening and weekend hours will be required, as well as an overnight stay once a month. Flexibility is important as the schedule may vary from week to week depending on need or events. Working conditions include a combination of lifting, bending, reaching, pushing, pulling and carrying books. This position will require long periods of sitting while driving a vehicle, as well as typical office conditions.

**Requirements / Skills:**

* Bachelor’s degree from an accredited university or equivalent combination of education and relevant experience.
* Intermediate computer skills utilizing windows based applications.
* Must have a valid NS Driver’s license with at least 5 years’ experience with no at-fault vehicle accidents during this time.
* Experience and comfort driving larger vehicles an asset.
* Ability to work independently, organize and prioritize tasks.
* Ability to maintain a regular and flexible work schedule.
* Excellent interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with public, peers, and supervisors.
* Willingness and adaptability to function well in a changing work environment.
* This position requires a clear criminal record check and a child abuse registry check.

Interested applicants must forward a resume and cover letter by 4:30pm, October 20, 2021 to:

Meghan Eagles, Office Administrator

Cape Breton Regional Library

50 Falmouth Street

Sydney, Nova Scotia

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Email: meagles@cbrl.ca