



Employment Opportunity

Position:	Page	Job Code:	CPL2018-40
Position Type:	Regular Part Time	Hours of Work:	4 hours per week (Monday 11:00am-3:00pm)
Location:	All (Hours currently reside at PO)	Department:	Customer Experiences
Pay Grade:	Page	Hourly Rate:	\$17.73 per hour
Posting Date:	October 5, 2018	Closing Date:	October 15, 2018

Coquitlam Public Library

The Coquitlam Public Library's mission is to engage its diverse community through creativity, discovery and knowledge. It serves the community by providing high quality customer service and open access to knowledge in a variety of formats. The library has two branches as well as a mobile library. Our collection reflects the French tradition of Maillardville, but also includes Chinese, Korean, Farsi and Spanish materials. The library offers free computer access and delivers services by phone and internet with programs directed towards people of different ages and cultural backgrounds.

Position Overview

The Coquitlam Public Library is currently seeking a Library Page to join our team. This is an entry level position within the Library system. This position is clerical in nature and will reside within both the Customer Experiences and Programming departments of the Library and the Library Link. The primary focus of this position will be to provide exceptional customer service to the patrons of the library while shelving returned library materials, shelf reading assigned sections of the library, tidying public spaces, and other duties as assigned. This work is physically demanding and repetitive in nature.

Duties Include

- Organizing and shelving various types of library materials including books, DVDs, newspapers, etc.;
- Performing shelf reading and fronting as assigned;
- Providing directional assistance to patrons, or referring them to other staff members when required;
- Maintaining the cleanliness and general organization of the library;
- Other duties as assigned.

Conditions of Employment

- Successful incumbent must complete a criminal record check prior to commencing work;
- Required to join CUPE Local #561;
- Required to work at any branch in the Coquitlam Public Library system as well as Library Link.

Requirements

- Ability to follow verbal and written instruction while taking initiative. Must have a solid work ethic and be self-motivated. A curiosity for learning new technologies is an asset.
- Excellent command of verbal and written English communication skills.
- Well-developed interpersonal skills required, as this position works with various library staff and the public.
- Ability to be friendly and welcoming to a diverse and multicultural customer base.
- Must be able to perform various physical tasks such as walking and standing for lengthy periods of time, pushing book carts weighing approximately 50 lbs, and lifting, bending and twisting (along with other repeated physical movements).
- Demonstrated ability to organize material in a numerical and alphabetical order.
- Must have a strong attention to detail and an ability to consistently perform tasks accurately and in a timely fashion.
- Travel between all locations is required. Shifts may be assigned at any branch.

What We Offer

In addition to an excellent compensation package, we provide a working environment that supports knowledge, innovation and fun. With a strong focus on safety, we strive to inspire learning and service to our diverse community. If you have a proven commitment to providing exceptional customer service in a team environment, with a friendly, patient and outgoing personality, we are interested in hearing from you.

Special Notice

- Acceptance of this position will result in the amalgamation of all hours currently held in this classification (one new position) which cannot be separated after acceptance.

PLEASE FORWARD YOUR APPLICATION TO:

Human Resources Office at the Coquitlam Public Library
575 Poirier Street, Coquitlam BC, V3J 6A9 or humanresources@coqlibrary.ca

ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.