

Casual Service Associate

Public Services

Posting Number:	24-23
Status:	Casual
Location:	All SPL Libraries
Hours of Work:	Hours of work for Casuals are not guaranteed. It is important to work often enough to maintain skills and retain familiarity with materials and procedures (~5 shifts per month). The maximum number of hours per week is 36.25.
Schedule Type:	Shifts can be scheduled anytime between 9 am - 9 pm; daytime, evenings and weekends.
Salary Range:	\$23.2140 – \$29.2373 per hour
Closing Date:	May 2, 2024, at 4:30 pm

Position Overview

The Casual Service Associate reports to the Senior Manager, Borrower & Information Services and is responsible for the daily provision of library services for the assigned location. This position is responsible for the following duties: circulation of library material, responding to information inquiries, conducting tours and programs, assisting patrons with technology, booking rooms and spaces, and handling routine financial transactions.

The Casual Library Service Associate is responsible for resolving routine patron and employee concerns, ensuring compliance with Saskatoon Public Library's (SPL) established policies and guidelines, and escalating concerns to appropriate employees as necessary.

SPL utilizes Casual Service Associates on an 'as required' basis. The Casual Service Associate provides coverage for all Library Service Associate duties at all SPL locations as required. The Casual Service Associate must be available for call-in during all hours of opening (i.e., including evenings and weekends). The Casual Service Associate replaces employees who are absent from work; therefore, the classification level for each casual shift may vary.

The Casual Service Associate works to support the needs of the community in alignment with community needs and SPL's Strategic Plan.

Qualifications

- Completion of a Library and Information Technology diploma **OR** a Master of Library Science or Library and Information Science degree **OR** a university degree or two-year diploma **OR** two years completed full-time post-secondary study. Degrees, diplomas and years of study must be from an accredited institution.
- Ability to travel independently to and between SPL activities and locations as needed.
- Ability to work at all SPL locations during library open hours, including evenings and weekends.

Criminal Record Check: Yes

Vulnerable Sector Check: No

Educational / Credential Verification: Yes (For external candidates)