

**Job Posting**  
**Bibliographic Services Clerk – Part-Time On-Call**  
**Marigold Library System – Strathmore, Alberta**



Marigold is a not-for-profit, regional library system headquartered in Strathmore Alberta and serving over 340,000 people in South Central Alberta. Marigold provides progressive public library services directly to municipal residents and through 35 member libraries from Banff to the eastern Alberta border.

Marigold seeks a **Part-Time On-Call Bibliographic Services Clerk** to join our collaborative team. This position is responsible for processing materials to be circulated in member libraries and the addition of items into the online catalogue. Tasks include receiving shipments and routine lifting and bending of items up to 50 lbs. The successful individual must be flexible, reliable, and possess good communication and customer service skills.

Shifts range from 3 hours – 7 hours. Marigold operates Monday through Friday and the schedule will have variable, assigned hours. The hourly pay for this position is \$22.00 per hour.

Hiring expectations include:

- High School diploma and one year of work or library experience
- Valid Alberta driver's license and clean driver's abstract
- Knowledge of Microsoft Office, including Word, Excel, Outlook and Teams
- Ability to work collaboratively and independently in a team environment
- Excellent organizational skills and attention to detail

Interested candidates are asked to submit a cover letter and resume by email along with three references to:

Laura Taylor, Deputy CEO  
Marigold Library System  
Unit B, 1000 Pine Street  
Strathmore, AB, T1P 1C1  
Telephone: 403-934-9334 ext. 242  
**Email: [jobs@marigold.ab.ca](mailto:jobs@marigold.ab.ca)**

**Closing date for this position is Tuesday, February 1, 2022 at 4:00pm.** Please note, only those applicants selected for an interview will be contacted.

**Vaccine Verification** – As a condition of employment, you are required to provide proof that you are fully vaccinated against COVID-19 or provide proof of valid exemption satisfactory to the employer.