

Category: Personnel
Policy Number: 503
Title: Qualifications & Requirements for Staff Positions

Guidelines and Procedures:

1. A minimum of Grade 12 or adult equivalency is required; Post Secondary education is preferred as is a Library Technician certificate or equivalent experience.
2. Library experience is essential.
3. The individual should have adequate computer knowledge and skills and be willing to undergo training to become proficient in an automated library environment.
4. The selected person should have the physical stamina and capability to fulfill the job description.
5. The individual should possess the qualities listed:
 - flexible attitude
 - imagination
 - neatness
 - initiative
 - good communication
 - patience
 - desire and ability to work with people
 - good organizational skills
 - a passion for literature
6. A clear Police Background Check as well as a clear Alberta Children's Services Intervention Record Check must be obtained within 30 days of employment and must be renewed every five years, the cost of which would be covered by the library.

Reviewed May 14, 2022

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