



# Fort Smith

## NORTHWEST TERRITORIES

**Position:** Community Services Assistant I (Library)

**Location:** Mary Kaeser Library

**Status:** Part-time Indeterminate

**Hours:** 12-hours/week

**Closing Date:** March 16, 2026

The Town of Fort Smith is seeking a detail-oriented and dependable Community Services Assistant I to support the team as an integral member of the Community Services workforce.

### **OUTLINE OF THE POSITION**

Under the direct supervision of the Library, Arts and Culture Coordinator, the incumbent will be responsible for providing front-line library services and supporting the delivery of library programs and daily operations. This position plays a key role in creating a welcoming, safe, and well-organized environment for library patrons of all ages.

### **KEY RESPONSIBILITIES AND DUTIES**

The Community Services Assistant is responsible for the following.

- Check library materials in and out, shelving and maintaining collections
- Assist patrons with locating materials and information and performing shelf reading.
- Manage public computer use, collecting usage statistics
- Support with library programming and special services, including patron registration, inter-library loan requests, basic technology assistance, printing requests, use of library equipment such as a 3D printer, and maintenance of DVDs and other materials.
- Assist with maintaining a clean, safe, and orderly library environment and support the supervision and engagement of children and families within the library.

### **KNOWLEDGE, EDUCATION AND EXPERIENCE**

- Grade 10 or equivalent education
- Education and/or experience in a library, recreation, education, or related community services setting.
- Competency with Microsoft Office applications including Word, PowerPoint, Publisher and Excel.
- Basic computer skills and the ability to learn library systems and technologies.



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- First Aid and CPR certification is an asset.
- Ability to communicate clearly and effectively, both orally and in writing, in English.

## **COMPENSATION AND BENEFITS**

- Pay Level/Range: Level 12 (\$64,985.95- \$73,978.45)

## **TO APPLY:**

Submit your resume and cover letter to [humanresources@fortsmith.ca](mailto:humanresources@fortsmith.ca)  
Successful candidates may be selected to fill other related positions.