

JOB TITLE: Library Assistant I
RESPONSIBLE TO: Chief Executive Officer
SALARY RANGE: Determined by the Board
HOURS TO BE WORKED: As determined by the Board plus fill in for the Librarian and/or Library Assistant II on a per needs basis for holidays, illness or emergencies.

Duties and Responsibilities:

A. Circulation Duties

- Charges and discharges library material;
- Registers new borrowers;
- Contact patrons regarding overdue materials, holds, and interlibrary loans;
- Empties outdoor book return box;
- Handles and maintains library equipment: fax, scanner, printers, photocopier, laminator, disc cleaner; and
- Respond to inquiries received in-person, telephone (answering machine), email.

B. Automation Duties :

- Maintains computer data base files – performs the addition and deletion as required;
- Uses word-processing, spreadsheet and other software packages as required;
- Performs electronic search techniques (using the Internet and other electronic resources); and
- Completes an inventory of library resources as required.

C. Computer Duties

- Powers on and off computers, printers, photocopier and television;
- Assists patrons in the use of the internet and digital resources, providing basic troubleshooting of area of computers and office equipment as required; and
- Perform regular upgrades to ensure systems remain updated.

D. Collection Maintenance

- Accurately shelves Library materials;
- Participate in creating library displays;
- Shelf reads; and
- Mends repairs books, other library materials as needed and cleans or mends DVDs as required.

E. Public Service Duties

- Provides patrons with reader's advisory, scanning, photocopier, fax, disc cleaning, laminating services;
- Assists patrons with library resources;
- Plan, deliver, promotes and evaluate programs for all age group, with input and support from other staff;
- Introduces new patrons to the library; and
- Provides Interlibrary Loan Service.

F. Other Duties

- Maintains and updates library main facebook page on a regular basis;
- Contributes in the promotion of the library and it's services;
- Opens and closes the library;
- Cleans out the library entry way;
- Dust shelves, table tops and work surfaces as necessary;
- Vacuums, sweeps and washed floor;
- Takes out garbage/recycle; and
- Other duties as required.

QUALIFICATIONS

Familiar with computers and able to perform computer functions;
Work independently and as part of a team;
Organizational skills, attention to detail and good problem solving abilities;
Excellent interpersonal/communication skills;
Relevant work experience preferred;
Bilingualism (French/English) would be an asset; and
Able to work flexible hours, attend training as required.

REQUIREMENT

The successful candidate will be reimbursed for the cost of a CPIC Level II (Canadian Police Information Centre) as a pre-condition of employment and an annual Offence Declaration.

REVISED APRIL 2024