



**EXTERNAL JOB POSTING**

**LIBRARY ASSISTANT - (Part-Time)**

Posting Date: May 14, 2024

**Position Description**

When assigned to the service desks, this position is responsible for the provision of reader advisory, assisting library users in accessing the Library's print and electronic resources, circulation services and a range of other desk duties.

This position also provides assistance in the maintenance of collections, assistance in the provision of programs including the maintenance of inventory and supplies and assistance in the preparation of promotional and marketing materials. This position oversees the immediate operations of the branch at times when there are no other senior staff on duty.

**Candidate requirements**

A Bachelor Degree or Community College Library Technician Diploma is preferred or equivalent experience. You have one (1) year of public service experience with an emphasis on customer service skills. You have good verbal communication skills and knowledge of reference and reader advisory techniques. You are familiar with and have the ability to use a wide range of technology and electronic devices.

This is a part-time permanent, 24 hours per week, union position. The starting rate of pay is \$27.90 per hour. See below for a full job description.

Interested candidates are asked to forward their resume and cover letter in confidence to [atrudeau@fepl.ca](mailto:atrudeau@fepl.ca) before **Noon June 3, 2024**.

**1. Job Title**

Library Assistant – Part Time

**2. Classification**

Library Assistant– Band 3

**3. Supervised By**

Chief Executive Officer (CEO)

**4. Directed By**

Branch Services Coordinator / Adult Services Librarian

**5. Supervises or Directs**

Directs and assigns work to Pages who are on duty.

**6. Job Summary**

When assigned to the service desks, this position is responsible for the provision of reader advisory, assisting Library users in accessing the Library's print and electronic resources, circulation services and a range of other desk duties. This position provides assistance in the maintenance of collections, assistance in the provision of programs and assistance in the preparation of promotional and marketing materials. This position oversees the immediate operations of the branch at times when there are no other senior staff on duty.

**7. Duties and Responsibilities**

7.01 The following sets out the principal functions of the position and shall not be considered as a detailed description of all work requirements.

7.02 Provides assistance to Library users in a manner that is warm, welcoming and respectful.

- 7.03 Provides readers advisory and assists Library users in accessing the Library's print and electronic resources.
- 7.04 Provides basic instructions and assistance to users with the Library's public access technology, peripherals, devices and networks.
- 7.05 Performs regular circulation duties including, but not limited to: the checking in and out of all Library materials, the registering and updating of Library user membership records, the collecting of overdue fines and other related Library fees, the placing of reserves on requested materials, preparing reserve materials for distribution, answering telephone calls and ensuring that public use equipment is operational.
- 7.06 Records, tabulates and balances all revenues accruing from the circulation system, rentals, programs and computer printing and forwards these revenues to the Branch Services Coordinator for deposit.
- 7.07 Ensures that branch materials are housed in good order on the shelves and may be required to assist in the deselection of Library material collections.
- 7.08 Assists in the set up and administration of adult and children's/teen programs and/or the orderly operations of the public meeting rooms.
- 7.09 Performs duties as required at all service points.
- 7.10 Presides over the immediate effective and efficient operations of the branch when more senior staff is not on duty.
- 7.11 Assists in maintaining appearance of branches.
- 7.12 Takes responsibility for personal safety and health in the workplace and the safety and health of co-workers.
- 7.13 Must work in compliance with the law and safe work practices and guidelines.
- 7.14 Other duties consistent with job responsibilities.

**8. Skills, Education, Experience**

- A Bachelor Degree or Community College Library Technician Diploma.
- One (1) year of public service experience with an emphasis on customer service skills.
- Good verbal communication skills.
- Knowledge of reference interview and reader advisory techniques.
- A familiarity and ability to use a wide range of technology and electronic devices.
- A familiarity with the range and scope of information found in the public library.

**9. Accountability**

- 9.01 Accountable for the effective provision of reader advisory and information services to the Library users and for the accessibility of information available from the specific collections maintained.
- 9.02 Accountable for the provision of effective and efficient circulation services and other services to the public as required within the scope of the job description.

**10. Complexity, Consequence of Errors**

Job is carried out within specific guidelines, though some judgement and interpretation are required for difficult situations. Errors are specific and can be corrected if detected.

**11. Contacts**

- 11.01 Individuals and groups of Library users.
- 11.02 Other Library staff.
- 11.03 Local community, social and recreational organizations.
- 11.04 Performers, artists, community groups utilizing Library facilities.

**12. Working Conditions**

- Works 20 - 24 hours per week (including days, evenings and weekends Monday-Saturday).
- Works in computerized, non-smoking environment.
- Work is occasionally moderately stressful when serving Library users. More so at times when only staff on duty during all or some of the Library's hours of operation.
- May be required to work at any of Fort Erie Public Library's locations.

**References & Related Statements of Policy**

Health and Safety Policy: HS.5.1.1

Ontario Occupational Health and Safety Act and Regulations (OHSA)

Approved/Dated February 16, 2021