Library Assistant

Under the direction of the Library Manager, this position is responsible for supporting the efficient functioning of the Library Circulation Desk; the functional and organized condition of Library spaces, equipment, and collections; assisting with administrative tasks; and providing direct service to patrons. This position includes regular evening and weekend work.

Terms - This is a permanent part-time position, working up to 30 hours per week. Benefits are available for this position.
Rate of Pay - Hourly range: $XX.00 - $XX.00

Work Performed
Library Circulation Desk

* Participates in workflow at the Circulation Desk
* Maintains Circulation Services statistics as requested
* Implements overdue materials policies and procedures, including notifying patrons, preparing invoices, and coordinating with other libraries
* May work with the Library Manager to introduce workflow, technology, and other improvements that enhance service to Library patrons, including identifying potential training opportunities for Library Assistants
* Monitors and maintains the functional and organized condition of all physical Library spaces, (including public and staff areas), equipment, and collections
* Participates in the shelf reading and the collection weeding schedules

Direct service to patrons

* Organizes exam proctoring
* Prepares Library Pathfinders and reader’s advisory materials for the public
* Provides reference and circulation services
* Shelves, shelf reads, and weeds library materials as assigned

Administrative tasks

* Opening and closing the library
* Handling cash and daily cash accounting procedures
* Monitors library and office supplies and recommends purchases to the Library Manager
* Under the supervision of the Library Manager, may train and direct Library work experience students

Other duties as may be assigned by the Library Manager, including but not limited to those performed by other Library Assistants.

Relationships

This position reports directly to the Library Manager or in their absence to the Assistant Library Manager. The Library Assistant works closely with all other Library staff and volunteers. This position works directly with the public.

Competencies and Behaviours

## Required

* Excellent computer skills
* High attention to detail with high standards for order and neatness
* Demonstrated exceptional customer service ethic
* Ability to maintain professional standards in high-stress situations
* Demonstrated ability to work in a team environment
* Current criminal record check, including vulnerable sectors

## Preferred

* 1-2 years of public library experience
* Knowledge of Library Circulation and Interlibrary policies and procedures in Alberta