



TOWN OF CARLETON PLACE
JOB DESCRIPTION

DEPARTMENT:	Library
DIVISION:	N/A
JOB TITLE:	Library Assistant
EMPLOYEE GROUP:	Non-Union
PAY GRID:	3
SUPERVISOR:	CEO
REVISION DATE:	December 2021

POSITION SUMMARY:

Responsible for working with the public and other library staff to provide a wide range of library services.

DUTIES AND RESPONSIBILITIES:

1. Greets and assists Library users in the circulation desk area, including:
 - a. assisting with use of the online catalog;
 - b. assisting with determining and locating information and materials such as reference and non-fiction books, online resources, periodicals and microform;
 - c. assisting with the use of equipment such as public computers, printers and microform reader/printers;
 - d. fielding interlibrary loan requests;
 - e. program registrations;
 - f. recording usage statistics;
 - g. assisting the public with their reference questions and other needs via in person, email, or telephone.
2. Processes incoming and outgoing interlibrary loan material.
3. Takes money for library fines, room rentals, damaged materials, and makes change.
4. Keeps and prepares statistical information.
5. Prepares and mails overdue notices.
6. Notifies patrons via telephone of holds, overdue materials, etc.
7. Keeps patron records up to date.
8. Shelves, reads, culls, and organizes material in the library's collection.

9. Makes recommendations for improvements in service and collection.
10. Selects and prepares library material bundles as required
11. Responds to patron email inquiries when required.
12. Supervises and trains student staff members as required.

The above generally describes the duties involved with the position. However, municipal work is varied in nature and employees will be required to perform duties in addition to the above from time to time as directed by the Library CEO.

POSITION REQUIREMENTS

EDUCATIONAL REQUIREMENTS:

High School Diploma

EXPERIENCE:

Minimum one (1) year public library related experience.

SKILLS AND ABILITIES:

1. Ability to give friendly, helpful, and professional service to the public.
2. Ability to communicate effectively with patrons and staff.
3. Requires sound judgment, initiative, tact and courtesy, attention to detail, and the ability to work as a team with a small staff, making adjustments to best meet the needs of the patrons.
4. Requires sound judgment, initiative, tact and courtesy, attention to detail, and the ability to work as a team with a small staff, making adjustments to best meet the needs of the patrons.
5. Computer skills including word processing; use of library automated system circulation and public catalog functions; printing, social media, ability to learn and use mobile apps, ability to learn and use online resources. Ability to explain use of the above to library users.
6. Cataloging/Library skills necessary to input and manipulate data in an automated library system and create and maintain cataloging in a manner consistent with professional library practice.
7. The ability to learn the use of the Dewey classification system, and other library procedures is required.

WORKING CONDITIONS:

The Library Assistant will be scheduled some evenings and Saturdays and may have to work odd or long hours at a time to complete special requests or projects and/or coordinate evening and off-hour activities. As these scenarios present themselves, the working schedule may be adjusted.

PHYSICAL DEMANDS:

The responsibilities will include physical demands such as lifting and carrying books and supplies for activities, events and external visits. The Library Assistant may be expected to participate, instruct or train others in various Library programs.

ENVIRONMENTAL DEMANDS:

The Library Assistant will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of the public and of staff. The environment may be busy, noisy and the Library Assistant may be required to respond to emergency/stressful situations.

SENSORY DEMANDS:

The sensory demands will include the use of a computer, which may cause eyestrain and occasional headaches.

MENTAL DEMANDS:

The Library Assistant may have to manage a number of request and tasks at one time and must be prepared to deal with deadlines and unplanned interruptions that are a result of external customers, etc. Organization, time and stress management skills will be needed to complete required tasks.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town’s Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town’s Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council.
EXTERNAL	Public, community organizations, non-profit organizations, vendors,

APPROVED:

Employee

CEO

CAO