



Job Description Summary

Position Description: Library Assistant

Department: Perth East Public Library

Revised: September 2017

Supervisory Responsibilities: n/a

Reports to: Perth East Library CEO

I understand and acknowledge that this summary position description represents the essential responsibilities and duties of my position.

Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

GENERAL PURPOSE

To provide clerical, technical and customer service to the operation of the Perth East Public Library.

Carries out duties according to library programs, policies and procedures.

MAJOR RESPONSIBILITIES

Register new patrons and issue library cards. Explain and enforce library services and policies to patrons.

Helps patrons locate books and periodicals. Assists patrons with their research into various topics, by showing knowledge of available databases and encyclopedias related to research material. Makes recommendations for reading materials and resources that will prove helpful to patrons.

Provides information and assistance as needed to patrons, i.e. Material that is available for borrowing, use of the inter library loan program, library rules of borrowing and returning materials. Provides information about library services, computer uses, hours of operation, etc. by telephone and at the counter. Refers non-routine inquiries to the CEO.

Handles the circulation desk. Checks out books, periodicals, videos and other materials. Checks in materials. Collects rental fees and fines for overdue materials. Reserves materials for patrons.

Helps patrons use the library's public computers, internet applications, photocopy machine and online databases.

Receives, verifies and processes interlibrary loan requests. Notifies patrons when materials are available. Responds to requests for inter library loans from other libraries.

Assists with the organization and coordination of a mobile lending service whereby library materials and services are delivered to shut-ins, retirement and senior homes.

Organizes a library sponsored book club. Selects a variety of books or other pieces of writing, to be recommended to book club members. Organizes and attends club meetings and leads discussions and book reviews.

Coordinates seasonal and special events i.e. Coffee break days, Ontario Public Library Week, community activity, etc. Creates book displays and bulletin board displays to correspond with special event(s). Keeps relevant community information bulletin board up to date. Decorates library according to season.

Assists with the organization and coordination of library programs. Plans and coordinates library programs for all ages.

Prepares new books and material for use. Submits data for new books, videos, and periodicals to the Stratford Public Library for cataloguing when required. Assigns labels, applies protection and places items in protective casings if necessary.

Organizes shelves and display areas. Properly shelves books and materials. Assists with the periodic weeding of books and materials. Keeps shelves and display areas neat, orderly and attractive.

Organizes book displays, updates board displays and works with other public awareness activities, i.e. posting notices.

Handles patron membership services. Keeps membership listing up to date. Renews memberships as required by Dynix automated system.

Ensures computer users have signed in before using public computers.

Monitors the computer users to ensure that they are abiding by the Acceptable Use Agreement.

Processes incoming and outgoing material for the inter library loan program.

Assists CEO with bookkeeping transactions such as, petty cash, general ledger entries for fines, copy services, programs, donations, etc.

Responsible for completing opening and closing procedures.

Supervises student positions, delegating responsibilities and giving direction.

Maintains website and social media content.

Keep skills at a high level by taking training and development through courses, seminars, on the job training and selected reading.

Follows the Health & Safety policies & procedures and the Occupational Health & Safety Act and regulations to ensure a safe working environment

Participates in ceremonies and special events that celebrate Perth East, library, etc.

Performs other related duties as assigned.

QUALIFIACATIONS

A minimum of Grade 12 or equivalent

Library administration training and experience.

Strong computer skills required.

Ability to work in an organized manner.

Strong clerical and public relations skills

Strong customer service skills.

WORKING CONDITIONS

Work regularly involves direct contact with the public to provide or obtain information and service that is important to the operation.

Works with interruption and is expected to meet production deadlines.

Exposure to disagreeable people and situations can be expected.

Working environment may be required to work evenings and weekends

Work involves lifting and carrying.