



Bibliothèque publique du canton
d'Armstrong
Armstrong Township Public
Library

Bibliothèque Publique du Canton d'Armstrong Armstrong Township Public Library

JOB DESCRIPTION

TITLE: **Library Assistant**

REPORTS TO: Library CEO

LOCATION: Library

SUMMARY: Reporting to the Library CEO, the Library Assistant is a key customer service employee of the Board. The Library Assistant assists with all facets of Library services and administration.

MAIN RESPONSIBILITIES (This is not an exhaustive list)

1. Assists clients with inquiries, searches, resumes, computer usage, etc.
2. Provides clients with information about Library programming, products, and services.
3. Assist the CEO in delivering Library programs and activities.
4. Ensures books and materials are checked out and returned.
5. Monitors overdue returns and follows up with fines as required.
6. Issues Library memberships.
7. Repairs and reinforces Library materials.
8. Catalogues all library materials (including applying barcodes, etc.).
9. Monitors materials and replaces materials as required.
10. Coordinates DVDs.
11. Orders and returns inter-library materials.
12. Assist with acquiring Library materials.
13. General administrative duties, such as typing, filing, etc.
14. Manage petty cash.
15. Light cleaning duties.
16. Other duties as assigned.

DIRECT REPORTS:

N/A

EDUCATION/EXPERIENCE:

- High school diploma
- At least 3 months library (or related) experience.
- The Board may consider a different combination of education and experience where appropriate.

ADDITIONAL COMPETENCIES/SKILLS:**REQUIRED:**

- Excellent organizational, communication and interpersonal skills
- Excellent client service skills
- Basic computer skills

DESIRABLE:

- Bilingual in both French and English

EFFORT:

- Handles and balances occasional shifting priorities.
- Some lifting or books, reaching, carrying, etc.
- Must ensure clean practices including quarantining of materials.

IMPACT OF ERROR:

Errors may result in:

- Failure to abide by safe working conditions could result in employee or client injury.

WORKING CONDITIONS:

Casual – no more than 15 hours per week and occasional fill ins and evenings.

General office conditions.