



Job Description

Assistant Librarian

IDENTIFICATION

Job Title:	Assistant Librarian
Supervisor's Position:	Manager of Library Services
Job Status:	Permanent Full Time – 37.5 hrs. per week
Location:	Inuvik Centennial Library

OVERVIEW

The Assistant Librarian(s) will be responsible for the daily operations of the Inuvik Centennial Library under the supervision of the Manager of Library Services. Their primary duty is to provide library services to patrons while ensuring that all decisions and actions align with the appropriate legislation, policies, and procedures.

RESPONSIBILITIES

Circulation Services:

- Organize and arrange materials on shelves correctly.
- Check out materials to patrons and make sure they are returned and removed from their accounts.
- Register new patrons and keep their information updated.
- Catalogue materials for easy retrieval.
- Conduct regular shelf reading to maintain organization.
- Process and repair materials as needed.
- Assist in removing outdated and damaged items from the collection.
- Maintain bulletin boards for staff and the public.
- Help with ordering supplies and stationery when necessary.

Clerical Services:

- Handle overdue and lost item notices.
- Process interlibrary loan requests.
- Provide reference services to library visitors.
- Guide patrons in using reference materials both in the library and online.
- Promoting Library and Literacy
- Organize events and create displays.
- Prepare posters, pamphlets, and flyers to inform people about library services and programs.

Ensuring Security:

- Conduct regular inspections of the library building, collections, and equipment to maintain security.
- Report any maintenance issues to the Manager of Library Services for resolution.
- Provide guidance and supervision to casual staff as needed.

Carry out any other duties related to the major functions of the job as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Library Operations: Familiarity with library systems, procedures, and best practices. Understanding circulation processes, cataloguing principles, interlibrary loan protocols, and reference services.

Organizational Skills: Ability to manage multiple tasks, prioritize responsibilities, and meet deadlines. Keep track of library materials, patron records, and administrative documents accurately.

Customer Service: Strong communication and interpersonal skills to provide courteous and helpful service to library patrons. Ability to assist with inquiries, resolve issues, and offer guidance on library resources.

Technological Proficiency: Comfortable using library software and technology tools for cataloguing, circulation, and online research. Familiarity with library databases, search techniques, and electronic resources.

Attention to Detail: Careful observation and accuracy in handling materials, documenting patron information, and maintaining records. Detailed-oriented mindset in shelving, organizing, and processing library materials.

Adaptability: Willingness to learn and adapt to evolving library practices and technologies. Flexibility in responding to changing priorities and handling unforeseen challenges.

Teamwork: Ability to collaborate effectively with library staff, including casual employees, to achieve common goals. Willingness to contribute to a positive work environment and support colleagues as needed.

Problem-Solving: Analytical thinking to identify and resolve issues related to circulation, reference, or library operations. Resourcefulness in finding solutions to complex problems or inquiries from patrons.

Literacy Promotion: Understanding of literacy initiatives and the ability to design and deliver engaging library programs for various age groups. Creativity in planning events and displays to promote literacy and library services.

WORKING CONDITIONS

Physical Demands

The Assistant Librarian will be required to spend long hours sitting, using office equipment and computers, which may lead to muscle strain. Additionally, there may be occasional light to moderate lifting of supplies and boxes of materials, resulting in mild muscle strain.

Environmental Conditions

The Assistant Librarian primarily works in a controlled office environment that can be busy and noisy. Excellent organizational, time management, and stress management skills are necessary to effectively carry out required tasks.

Sensory Demands

Sensory demands include regular reading and computer usage, which may lead to eyestrain and occasional headaches due to intense focus and concentration required. The municipal office environment may also be noisy and busy, potentially affecting the Assistant Librarian’s ability to concentrate.

Mental Demands

As an Assistant Librarian, the ability to work both independently and collaboratively is crucial. You may encounter situations that can be stressful, such as time constraints, supervising others, and handling challenging patrons.

I certify that I have read and understand the responsibilities assigned to this position.

Employee’s Printed Name

Employee’s Signature

I certify that this job description is an accurate description of the responsibilities assigned to the position

Supervisor’s Printed Name

Supervisor’s Signature

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

SAO’s Printed Name

SAO’s Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.