



## Job Description

# Assistant Librarian

## **IDENTIFICATION**

**Job Title: Assistant Librarian      Supervisor's Position: Manager of Library Services**

**Job Status: Permanent Full Time RI – 37.5 hrs. per week**

**Location: Inuvik Centennial Library**

## **PURPOSE OF THE POSITION**

The Assistant Librarian(s) will be responsible for ensuring that the Inuvik Centennial Library is a well-run and functioning facility providing Library Services to community.

## **SCOPE**

Reporting to the Manager of Library Services, the Assistant Librarian(s) will carry out the day-to-day operations of the Inuvik Centennial Library by providing Library services to patrons and ensuring that all decisions and actions comply with the relevant legislation, policies, and procedures.

The delivery of library services is vital to the health of the community and providing adequate services will enhance the health and well-being of the community. The ability to deal with residents and the public in a courteous and respectful manner will reduce the number and level of complaints concerning library services.

## **RESPONSIBILITIES**

1. Day to day operation of the Inuvik Centennial Library including but not limited to Inter Library Loans, Overdues, References, Library Programs and Circulation.

Provide circulation services to patrons by:

- shelving materials correctly.
- checking materials out to patrons and ensuring that they are returned and discharged from the patron's card.
- registering new patrons and keeping patron files up to date.
- cataloguing.
- shelf reading the collection to ensure materials can be retrieved quickly.
- processing and repairing materials as needed.
- assisting in the removal of outdated and damaged material from the collection.
- maintaining staff and public bulletin boards.
- assisting in the requisition of supplies and stationery as required.

Provide clerical services by:

- processing overdue and lost item notices.
- processing interlibrary loan requests.
- providing reference services to the public.
- providing instruction to patrons in the use of the various reference materials available in the library and on-line.

Promote the Library and literacy by:

- planning and delivering literacy/library programs appropriate for persons of all ages such as Reading Rascals, Aboriginal Head Start, Healthy Babies etc...
- planning events and displays.
- preparing posters, pamphlets, and flyers, explaining the services and programs offered by the library.

2. Be responsible for the security of the library building, collections, and equipment by conducting periodic inspections of the facility, and report maintenance issues to the Manager of Library Services for resolution.
3. Supervise Casual Staff as may be required.
4. Perform other duties as required directly related to the major functions of the job.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- good knowledge of the day-to-day operation of a library
- understand relevant policies, procedures, and rules
- knowledge of applicable bylaws and procedures
- understanding of the northern cultural and political environment

### **Skills**

The incumbent must demonstrate the following skills:

- decision making skills
- literacy skills
- effective verbal and listening communications skills
- computer skills
- stress and time management skills

### **Personal Attributes**

The incumbent must also demonstrate the following personal attributes:

- maintain standards of conduct
- possess cultural awareness and sensitivity
- be flexible
- demonstrate a dedication to the position and the community
- demonstrate sound work ethics
- be consistent and fair

### **Personal Attributes**

The Assistant Librarian will possess at least a Grade 12 education, with a good command of the English Language. Persons with relevant post-Secondary education would be preferred. The incumbent must be willing to take courses in Library operations and administration from an accredited institution.

Equivalencies will be considered.

## **WORKING CONDITIONS**

### **Physical Demands**

The Assistant Librarian normally has few physical demands but heavy lifting of boxes of books may be required from time to time, which may lead to muscle fatigue and strain.

### **Environmental Conditions**

The Assistant Librarian works in a temperature controlled, smoke-free environment. There is some exposure to dust from the bookshelves.

### **Sensory Demands**

The operating of a computer and undertaking detailed library/document searches the incumbent is required to focus and concentrate and this may lead to fatigue. Attention to detail is important.

### **Mental Demands**

The Assistant Librarian must be able to work both independently and as part of a team. Problems or inconveniences may result in increased stress to complete tasks in a limited time. Stress may be caused by the requirement to supervise and direct others. The Assistant Librarian must be sensitive to the culture of employees and residents. Direct contact with the public is a major responsibility of this position. Answering diverse information requests can be challenging. Handling problem patrons can be stressful.

## CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name                      Date	Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Senior Administrative Officer's Signature	Date
I approve the delegation of responsibilities outlined herein within the context of the organizational structure.	

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 of the position.