



TOWN OF INUVIK
Northwest Territories

Job Description

Assistant Librarian

IDENTIFICATION

Job Title: Assistant Librarian

Reports to: Manager of Library Services

Job Status: Casual

OVERVIEW

The Casual Assistant Librarian supports the daily operations of the Inuvik Centennial Library under the supervision of the Manager of Library Services. The position provides library services to patrons and assists with library operations in accordance with applicable legislation, policies, and procedures.

RESPONSIBILITIES

Circulation Services:

- Organize and shelve library materials correctly
- Check materials in and out and update patron accounts
- Register new patrons and maintain accurate patron information
- Assist with cataloguing and processing library materials
- Conduct shelf reading to maintain organization
- Process and repair materials as needed
- Assist with removing outdated or damaged materials from the collection
- Maintain bulletin boards and displays
- Assist with ordering supplies and stationery as required

Clerical and Patron Services:

- Assist with overdue and lost item notices
- Process interlibrary loan requests
- Provide reference services and respond to patron inquiries
- Assist patrons in locating and using library and online resources
- Provide courteous and helpful customer service to patrons

Programs and Literacy Promotion:

- Assist with library programs, events, and displays
- Assist with preparing posters, pamphlets, flyers, and other promotional materials
- Support activities that promote library services and literacy within the community

Library Operations and Security:

- Assist with regular inspections of the library, collections, and equipment
- Report maintenance, safety, or security concerns to the Manager of Library Services
- Follow established library procedures and help maintain a safe, organized, and welcoming environment

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Library Operations: Familiarity with library procedures, circulation, cataloguing, interlibrary loans, and reference services.

Organizational Skills: Ability to manage multiple tasks, prioritize responsibilities, and maintain accurate records.

Customer Service: Strong communication and interpersonal skills with the ability to provide courteous and helpful service to patrons.

Technological Proficiency: Ability to use library software, computers, databases, online resources, and other relevant technology.

Attention to Detail: Ability to accurately organize materials, maintain records, and process library information.

Adaptability: Ability to adjust to changing priorities, schedules, library practices, and operational needs.

Teamwork: Ability to work effectively with library staff and contribute to a positive and cooperative work environment.

Problem-Solving: Ability to respond appropriately to routine operational issues and patron inquiries and seek assistance when required.

Literacy Promotion: Ability to support library programs, events, displays, and other activities that promote literacy and library services.

WORKING CONDITIONS

Physical Demands

Extended periods of sitting, standing, walking, and computer use. Occasional bending, reaching, shelving, and light to moderate lifting of books, supplies, and boxes.

Environmental Conditions

Works primarily in a busy library environment with regular interruptions, noise, and interaction with patrons, staff, and the public.

Sensory Demands

Regular reading and computer use requiring attention to detail and concentration. Noise and activity may occasionally affect concentration.

Mental Demands

Manage competing priorities, frequent interruptions, time constraints, and occasional challenging interactions while maintaining professionalism.

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

Employee's Printed Name

Employee'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.