

TOWNSHIP OF SOUTHGATE

JOB DESCRIPTION

Date of Update: July 2022	Part Time Library Assistant– Casual
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SECTION A: POSITION DESCRIPTION

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name: Lacy Russell
Job Title: Part Time Library Assistant	Supervisor's Job Title: Librarian CEO
Standard hours of work per week: 3- 8 16 hours per week & holiday coverage as needed	Eligibility to Group Insurance: NO Eligibility to OMERS: NO
Location of Position: Southgate Ruth Hargrave Memorial Library	Department/Division: Library
Employment Status: Casual Part Time	Pay Band: 15

2) Scope of Position (A maximum of three sentences.)

The Library **Assistant** position(s) are responsible for shelving materials, operating the circulation desk independently, creating book displays and reading suggestions, as well as processing inter-library loan materials or new materials as needed. Additionally, they will phone patrons regarding overdue books and holds as well as other tasks as assigned by manager. May occasionally assist with programming.

Key Responsibilities	Tasks
<p>Public Service</p> <p>Library Functions</p> <p>Reference</p> <p>Marketing of Collections:</p> <p>Technical assistance</p> <p>Other</p>	<ul style="list-style-type: none"> - Greets patrons and checks in/out materials as needed. - Speaks and writes in ways that are professional, welcoming and appropriate for different audiences. - Fosters an inclusive, affirming and respectful climate for communication. - Accurately performs circulation procedures for all library materials (Check-in, check-out, renew, place holds, process new materials, Interlibrary loan requests, interlibrary loan processing, etc.) - Accurately performs procedures for shelving, shifting and shelf reading. - Identifies the best kind of resource to offer assistance (i.e. print, database, web) - Refers patrons to other staff as needed - Provides read-alike lists and suggestions for reading customers - Maintains well-stocked browsing collections for the convenience of patrons. - Initiates dialogue with readers about their interests, likes and dislikes. - Provides computer and device troubleshooting assistance as required. - Performs other duties as required.

SECTION B: SKILLS

1) Formal Education and External Training

<p>Highest level required</p> <p> <input checked="" type="checkbox"/> High School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Community College <input type="checkbox"/> University Degree <input checked="" type="checkbox"/> Individual Courses </p> <p>License or Professional Designation</p> <p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?</p> <p>Yes- reading & in-house staff training. Library related course, customer service courses.</p>	<p>Specific Specialty or Degree? (List)</p> <p style="color: red; text-align: center;">Would be considered an asset.</p>
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2) Required On-The-Job Training

Specific Internal Training	Months to Complete
<ul style="list-style-type: none"> - Training provided to learn to operate the circulation desk with clear procedure binders and information provided. 	1
<ul style="list-style-type: none"> - Basic reference and reader's advisory training provided 	1
<ul style="list-style-type: none"> - Cash handling 	3
<ul style="list-style-type: none"> - Computer Programs (Internal & Interlibrary Loanseminars as informed by manager) 	Ongoing

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"> • Computer literacy in troubleshooting, both PC & Mac experience • Excellent interpersonal, communication and public relations skills; • Strong analytical and problem solving skills; • Ability to work with minimal supervision; • Familiarity with Dewey Decimal System; • Completion of the Library and Information Technician Diploma or public library experience an asset. 	<p>2 years of experience or equivalent education</p>

4) Other Key Skills

Computer skills
 Good organizational skills
 Good communication and interpersonal skills
 Customer Service
 Patience
 Compassion
 Creativity

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.) Co-workers (other dept.) Supervisor (my dept.) Supervisor (other dept.) Depart. Head (my dept.) Depart. Head (other dept.) Staff in other municipalities Administrator Ratepayers Children/Students Seniors Supplier	Frequently Occasionally Frequently Occasionally Frequently Occasionally N/A Occasionally Occasionally Constantly Constantly Occasionally		
External Contacts	Frequency	Purpose	Method
General Public (Not residence) Business representatives Consultants, Engineers, Planners, etc. Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers Groups Other: Specify Below School personnel	Constantly N/A N/A N/A N/A N/A Occasionally Occasionally Occasionally N/A N/A N/A Occasionally	Library Board - council representatives.	
Interpersonal skills: Extending common courtesy; welcoming patrons, handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; advising.			

6) Decision Making

Works with detailed, and sensitive materials and must exercise reasonable judgment, and human relation skills in dealing with problems relating to day-to-day operations. Makes independent decision on work method and procedures.

7) Problem Solving Responsibilities

- Answers reference questions for all ages

8) Equipment & Technology Utilized

- Computers: Able to do basic computer troubleshooting and routine troubleshooting for a small network.
- Copier
- Fax
- Scanner

Section C: Responsibility

1) Program Delivery

N/A

2) Impact and Accountabilities

Responsible to the Librarian CEO

3) Supervision

Direct Subordinates – Job Titles		Number of Staff
N/A		
Indirect Subordinates – Job Titles		Number of Staff
N/A		
Provides training/instruction to others – Job Titles		Number of Staff
N/A		

4) Material and Information Resources

Maintain accurate information, data and records in Integrated Library System software.
Has access to private customer information.

5) Financial Resources

N/A

Section D: Working Conditions**1) Physical Environment**

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting				x	✗
Standing				X	
Noise Exposure	x	X			
Adverse Temperature	X				
Pushing/Pulling	X	x			
Lifting/Carrying			x		✗
Dust		X			
Odors	X				
Other (Specify) Physical Aspects					

2) Health & Safety Hazards

Encounters with irate or unstable patrons.
Working in library with moderate amounts of money
Otherwise, minimal hazards, library environment.

Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

3) Travel

N/A

4) Driving

N/A

5) Mental Environment

Works with regular interruptions from public and other staff.
Dealing with unhappy people contributes to stress.

Section E : Effort

1) Mental Effort

Answering inquiries from public requires you to think quickly

2) Physical Effort

Some physical effort required - lifting and shelving books, boxes of books.
Frequent sitting.
Keyboarding.

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

Job Position: _____
Signature

Supervisor: _____
Signature

CAO: _____
Signature

Date Completed: _____

Date Completed: _____

Date Completed: _____