



## TTPL Assistant Librarian Job Description

<b>Job Title:</b> Assistant Librarian	
<b>Location:</b> Tyendinaga Township Public Library, 852 Melrose Rd. Shannonville ON	
<b>Working Hours:</b> 25 hours weekly, with the ability to work all shifts – days, evenings and weekends	
<b>Report To:</b> CEO/Head Librarian	<b>Indirectly Report:</b> The Tyendinaga Township Public Library Board
<b>Supervisory:</b> Yes	<b>Salary:</b> \$27/hr +4% vacation pay

### Job Purpose

As an integral member of the Tyendinaga Township Public Library team, the Assistant Librarian works closely with the Chief Executive Officer to ensure quality service while maintaining the profile of the library in a positive image. The Assistant Librarian will apply an understanding of the broader context and mission of both the library and the Township of Tyendinaga to serve patron needs.

In this role, this individual will be responsible for providing a variety of services to patrons including research help, circulation and reserve, interlibrary loans, collection maintenance, children's programming and the safe keeping of library resources. This position requires a thorough knowledge of the Tyendinaga Township Public Libraries policies, procedures, and the Ontario Public Library Act.

### Job Description and Responsibilities

Under supervision of the CEO/Head Librarian, the Assistant Librarian is responsible for the following responsibilities:

- Act as the first point of contact for patrons of all types. Answer or redirect general inquiries in person, by telephone and/or via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.

- Ensure all incoming calls are handled in a pleasant, courteous, efficient manner and that all calls are forwarded to the appropriate individual.
- Assist with the daily tasks of the library such as issuing new library cards, checking out library material, receiving returns and determining outstanding material using JASI.
- Interpret patron requests for research materials and find solutions to their research needs by constructing complex search queries of various online systems and networks.
- Track overdue materials that have not been returned by patrons and contact them to request the return of materials.
- Maintain accurate system records for patrons and materials circulating in the library system.
- Maintain the confidentiality of patron information.
- Shelf library materials and maintain condition of library collections.
- Complete routine descriptive cataloguing.
- Examine books for damages or facilitate repairs as needed.
- In cooperation with the CEO and Circulation Clerk, use all aspects of Interlibrary Loan System which includes taking requests, locating requested items through VDX, packing and returning loan items as well as following up with patrons who may have overdue loans.
- Represent the library at community events and in community organizations; maintains positive working relationships with partner institutions.
- Assume the duties of the Head Librarian in their absence which may include supervision and training of other staff members and volunteers as well as completion of errands such as post office and banking duties, as required.
- Responsible for planning and implementing innovative children's programming that encourage library use and enhance the image of the library in the community.
- Provide reference material to youth, parents and caregivers.
- Provide reader's advisory and act as a liaison with schools, daycare and homeschoolers.
- Evaluate and maintain the children's collections and make recommendations for collection development based on community needs, usage levels, and relevance of materials.
- Classify and evaluate materials, utilize statistical data and reports for collection maintenance, and make withdrawals according to library guidelines.

### Required Skills and Abilities

- Excellent verbal and written communication skills.
- Demonstrate appropriate decision-making skills.
- Proficiency with Microsoft Office Suite or related software, including the willingness to learn the JASI system.
- Working knowledge of the Dewey Decimal System.
- Working knowledge of office equipment and accurate keyboarding skills necessary to manage clerical and cataloguing duties.
- Remain professional and courteous while interacting with library patrons.
- Comfortable with supervision and training of library employees and/or volunteers as required.
- Previous Municipal and Public Library experience would be considered an asset.

### Key Contacts & Responsibilities

The Assistant Librarian will maintain professional relationships with patrons and work closely with all Tyendinaga Township Public Library employees to promote a welcoming environment. This positive, professional working relationship will be maintained in person, by telephone and/or through online interactions through social media.

### Working Conditions

#### Physical Demands

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

#### Environmental Demands

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

#### Sensory Demands

The Assistant Librarian is required to operate a computer and undertake detailed library/document searches which could 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 and contribute to a positive working environment with library employees and township residents. Direct contact with the public is a major responsibility of this position.

### Job Description Evaluations and Updates

The Assistant Librarian's job description will be edited or updated in direct collaboration with the employee, the CEO and the Library Board. As the role of the Assistant Librarian evolves to reflect the current needs of the library and the greater rural community of Tyendinaga Township, there may be additions or removal of job responsibilities.

The Assistant Librarian will meet with the CEO/Head Librarian three times throughout the fiscal year for both informal and formal evaluations.

### Experience, Skills and Educational Background

Grade 12 diploma with a minimum of 1 year of experience in a customer service-related environment, preferably in a library.

Library qualifications at the post-secondary level would be considered an additional asset.

Willingness to pursue professional development opportunities as they arise (i.e. EXCEL graduation certificate from the Ontario Library Service or other related PD).

Knowledge of computers and keyboarding.

Knowledge of automated circulation/cataloging systems an asset.

Strong interpersonal skills.

Ability to work independently under the direction of the CEO.

Ability and desire to work with youth.

1<sup>st</sup> Aid/CPR Certification is an asset. If a candidate doesn't already have up-to-date certifications, they will be expected to complete the training in a timely fashion.

**PLEASE NOTE** - *A Police Record Check will be required for all employees and volunteers of the Tyendinaga Township Public Library. Successful applicants must submit the Police Record Check (dated within the last six months) prior to or on the first day of employment.*

Only successful applicants will be selected for an interview. Thank you!

