



Job Description

Assistant Librarian

IDENTIFICATION

Job Title: Assistant Librarian Supervisor's Position: Head Librarian

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

Location: Inuvik Centennial Library

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

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 the Inuvik Patrons.

SCOPE

(The way that the position contributes to and impacts on the organization)

Reporting to the Head Librarian, the Assistant Librarian(s) will carry out the day to day operations of the Inuvik Centennial Library by providing normal 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

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

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

- assisting in shelf reading the collection to ensure materials are able to be retrieved quickly
- processing and repairing materials as needed;
- assisting in the weeding of outdated and damaged material from the collection.
- maintaining bulletin board in foyer;
- assisting in requisition of supplies and stationery as required;

Provide clerical services by:

- processing overdue and lost item notices;
- process 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 of events and displays ;
- Preparing posters, pamphlets and flyers explaining the services and programs offered by ICL.

2. Be responsible for the security of the Library building, collections and equipment when senior staff on duty by conducting periodic inspections of ICL and report any maintenance issues to the Head Librarian for resolution.
3. Supervise Casual Staff when senior staff on duty.
4. Perform other duties as required directly related to the major functions of the job.

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- good knowledge of the day-to-day operation of a Library
- an understanding of relevant policies, procedures and rules
- knowledge of emergency procedures, First Aid and CPR
- knowledge of applicable bylaws and procedures
- and 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

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

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

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 nature of adverse environmental conditions affecting the incumbent)

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

Sensory Demands

(The nature of demands on the incumbent's senses)

In operating 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

(Conditions that may lead to mental or emotional fatigue)

The Assistant Librarian must be able to work both independently and as part of a team. Any 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 very 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 attached 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.