

TROCHU MUNICIPAL LIBRARY JOB DESCRIPTION



ASSISTANT LIBRARIAN

GENERAL DESCRIPTION:

The Assistant Librarian is hired by the Library manager on the advice of the board, is responsible to, and reports to the Library Manager. The Assistant Librarian provides quality service to patrons and guests of the Library and assists the Library Manager in the discharge of duties and responsibilities relating to operations of the Library. In the absence of the Library Manager, the Assistant Librarian will be responsible for Library operations.

EDUCATION:

Grade 12 Diploma and/or post secondary education

SKILL LEVEL:

Effective interpersonal skills.

Current computer technical skills and experience.

General Duties and Responsibilities:

- Provides effective and friendly representation of the library in all interactions with patrons and the public.
- Takes registration of patrons and maintains files accurately.
- Checks library materials in and out.

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- Answers reference questions and assists patrons in finding appropriate library materials.
- Supports patrons with Library E-Resources and public access to Library technology.
- Assists in collection, maintenance and repair, shelving, and shelf reading when necessary, or as directed by the library manager.
- Enters information into library database.
- In the absence of the Library Manager, assumes extra duties as required.
- Keeps current in library services and programs through collaboration with Library Manager, self direction, and attendance at offered training workshops and seminars as budget allows.
- Maintains the Trochu Library Website and any other media sites as requested.
- Promotes increased public awareness of the library.
- Completes light housekeeping duties.
- Miscellaneous library business duties under direction of the Library Manager.

Library Manager

Date

Randy Lacey, Library Chair

Date