



358 Main Street, P.O. 302  
Deseronto, ON K0K 1X0  
Phone: 613-396-2744  
Fax: 613-390-9043

**Job Title:** Library Assistant

**Job Type:** Permanent – Full-Time

**Wage:** Level K – Starting at \$24.67/hr

**JOB DESCRIPTION:**

Reporting to the CEO/Librarian the Library Assistant is responsible for providing assistance and library materials to patrons as well as ensuring the library offers a welcoming environment. The incumbent is expected to assist with planning and facilitating library programming including research, analysis, reports, and program delivery. Additionally, the incumbent will aid in the selection and cataloguing of materials and manage the interlibrary loan system. The Library Assistant is also responsible for entering circulation statistics and records of purchased materials, as well as assist in content creation for the various social media channels.

**RESPONSIBILITIES:**

1. Performs clerical and library circulation duties, including checking books in and out, keeping records, issuing library memberships, collecting small amounts of money, providing reader's advisory, keeping circulation statistics, shelving books, filing, mailing, interlibrary loan services, updating files, scheduling and assisting users on computers, faxing and photocopying etc.
2. Assists with collection maintenance as directed.
3. Responds to and resolves patron inquiries as needed.
4. Performs other administrative duties as requested.
5. Assists with library programs, promotion, program delivery, and outreach.
6. Attends staff meetings as required.
7. Statistical analysis and writing reports
8. Community project research and grant writing
9. File management and data entry
10. Collection management/repair
11. Oversee interlibrary loans
12. Performs other related duties as may be assigned.

**Health and Safety Responsibilities:**

1. Manage the Health and Safety /Quality Management and other regulatory inspections of processes and perform self-reviews of those processes to ensure continuity to the written approved processes.
2. Ensure employees are working with Health and Safety Requirements implemented.
3. Ensure that workers use any required safety equipment.
4. Must demonstrate good training abilities for new employees/positions
5. Ensures adherence to ethical procurement standards and compliance with organizational quality levels for all goods or services purchased.



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#### **REQUIRED SKILLS:**

1. Postsecondary degree or diploma in a related field with a willingness to explore further education and learning. Library and information sciences specific education would be an asset.
2. Experience with computer office software and tools such as Microsoft Office, Google Workspace Suite, and general computer navigation. Familiarity with library software would be an asset.
3. General understanding of safe workplace policies and procedures and the willingness to learn.
4. Minimum of 5 years in a customer service setting. Office experience and/or Library experience would be an asset.
5. Ability to handle clerical functions quickly and efficiently.
6. Excellent oral and written communication.
7. Ability to work in a team environment and with people of all ages.
8. Excellent interpersonal skills.
9. Ability to work alone and in a group as required.

#### **WORKING CONDITIONS:**

You will work with a community that is warm and welcoming and always open to new ideas.

1. General office working conditions.
2. Position requires lifting – 15lbs
3. Position may require you to work alone in the Library.
4. Evening and weekend availability is a must.

#### **COMPENSATION:**

Wages are based of the same 8-tiered pay scale as used by the Town of Deseronto.

Work weeks for full time staff are aimed to stay within a 4-day period. However due to scheduling, special events, or other circumstances, some 5-day work weeks may be needed.



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Print Name

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Date DD/MM/YYYY

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Signature

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CEO Signature

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#### **APPLICATION PROCESS:**

All interested applicants are invited to submit their resume and cover letter to Julie Lane, CEO, at either of the following avenues:

Email: [ceo@deserontopubliclibrary.ca](mailto:ceo@deserontopubliclibrary.ca)

In person, or by mail:

358 Main Street P.O. Box 302, Deseronto, ON, K0K1X0

We thank all applicants who take the time to submit their resume and cover letter for this position. Due to staff time, only those selected for an interview will be notified, but all submissions will be acknowledged.

*We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Deseronto Public Library will provide accommodations through the recruitment, selection, and/or assessment process to applicants. If selected to participate in recruitment, selection, and/or assessment processes, please inform the library staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.*

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