



Job Description

Position: Branch Library Assistant in Charge – Pictou Library

Classification: Library Assistant 3

Position Scope

Under the direction of the Web Services Manager, the **Branch Assistant in Charge** is responsible for assisting citizens in accessing all library materials, services, and programs in the Pictou Library. The successful applicant will be responsible for the branch library's day-to-day operations, regularly liaising with on-site library partners (deCoste Performing Arts Theatre and Creative Pictou County), and offering programming as opportunities arise.

Outline of Typical Job Duties

- As a first point of contact, you provide welcoming orientation and guidance to anyone wishing to access regional library materials, services, and programs.
- While interacting with the public, you promote library materials, services, and programs to all citizens.
- You provide efficient library service, including reader advisory, reference, referral, circulation, assistance using library databases, and general public assistance.
- With guidance and assistance from appropriate managers and supervisors, you develop and deliver programming for children, youth, adults and/or seniors. You will collaborate with other regional library staff as required. You may be asked to introduce and thank guest speakers.
- You will review all branch promotional materials, print and digital, before release (i.e. posters, newsletters).
- You are responsible for the day-to-day supervision of the branch, overseeing routine matters such as building and janitorial matters. For larger items or issues, you will work with the library manager.
- You are responsible for ensuring all clerical procedures of the branch are carried out on a regular basis, organizing deliveries to and from headquarters, reporting monthly statistics, etc.
- You are responsible for making suggestions for required materials, services, programs, and branch improvements to the appropriate library manager.
- You will regularly report to the library manager on matters related to the branch.

- You are responsible for keeping up-to-date on technology and providing general assistance to patrons. You must have a strong working knowledge of the library's digital resources and services.
- You will work with library partners as required, including day-to-day collaboration with on-site library partners (deCoste Performing Arts Theatre and Creative Pictou County).
- You may be asked to assist with hiring of staff members for the branch.
- Other duties as required.

Education

- Successful completion of a recognized Library Technician Program; or an undergraduate degree; or Grade 12 and extensive library experience.

Experience

- Minimum one-year satisfactory employment.
- Excellent communication skills.
- Aptitude working with all ages and good knowledge of the local community.
- Aptitude working with the Internet and common software applications.

Salary: \$35,864

Other:

- Maintains active participation in library associations and attends professional development activities as required.
- Completion of both a Child Abuse Registry Check and a Criminal Background Check.

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