



Job Description

Position: Branch Assistant

Classification: Library Assistant 1

Position Scope

Under the supervision of the Branch Assistant in Charge, the **Branch Assistant** will provide assistance to citizens in accessing all library materials, services, and programs.

Outline of Typical Job Duties

- As a first point of contact, you will provide welcoming orientation and guidance to all those wishing to access regional library materials, services, and programs.
- While interacting with the public, you will promote library materials, services, and programs to all citizens.
- You will provide efficient library service, including reader advisory, reference, referral, circulation, assistance in using library databases, e-collections, and general public assistance.
- You will assist with clerical procedures such as shelving, shelf reading, and ensuring the efficient operation of library routines.
- You will be asked to set up and take down chairs, tables, and technology in community program rooms and may assist with programs including introducing and thanking guest speakers.
- You may be asked to make suggestions for materials, service improvements, and programming opportunities as well as communicate any public feedback.
- You are responsible for keeping up-to-date on basic technology to be able to provide general assistance to patrons.
- You may be asked to work alone on occasion.
- You will work with library partners as required.
- Other duties as required.

Education

Grade 12

Experience

Minimum one-year satisfactory employment, preferably in a customer service-related role.

Rate of Pay: \$15.30 per hour

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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