



River John Library - Branch Assistant

Hours of Work
Tuesday 1:30-5 & 6-8 (5.5 hrs)
Wednesday 9-1 & 2-5 (7 hrs)
Thursday 1-5 & 6-8 (7 hrs)
Friday 9:30-1 & 2-5 (6.5 hrs)
Saturday 10-3 (5 hrs)/alternating Saturdays
Total 35 hours (31hrs + flex hours TBD)

PICTOU-ANTIGONISH REGIONAL LIBRARY Job Description

Name of Position:

Branch Library Assistant

Classification:

Library Assistant (classification under review)

Position Scope:

Under the direction of a library manager the Branch Library Assistant is responsible for the provision of library service and programming in the River John Branch Library.

Outline of Typical Duties:

1. Provides efficient library service in the River John Branch Library, including assisting the public, circulation, reference and reader's advisory, public access to the Internet and common software applications, shelving, and any other duties pertaining to the provision of service.
2. Responsible for the day to day administration of the Branch, overseeing such areas as building and janitorial matters.
3. Responsible for children's programming, both planning and delivery, under the supervision of the Children's Librarian and the Community Technology Manager. This is carried out with the River John Branch Library Clerk and other regional library staff as required.
4. Responsible for Adult programming, both planning and delivery, under the supervision of the Community Services Librarian and the Community Technology Manager. This is carried out with the River John Branch Library Clerk and other regional library staff as required.
5. Liaises with the River John CAP (Community Access) Society volunteers in delivering community technology services and programs through the library and the library's @NSsite.
6. Responsible for seeing that all clerical procedures of Branch are carried out on a regular basis – organizing deliveries, reporting of monthly statistics, etc.
7. Responsible for making suggestions for required materials, services, programs, and Branch improvements.
8. Regularly reports to library manager on matters related to the Branch.
9. May be asked to assist with hiring of staff for Branch.
10. Other duties as required.

Education Required:

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

Other Requirements:

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

December 2018