



**Pictou-Antigonish
Regional Library**

PO Box 276, New Glasgow, NS B2H 5E3
ph (902) 755-6031 toll free 1 866 779-7761 fax (902) 755-6775
info@parl.ns.ca www.parl.ns.ca

Name of Position

Branch Assistant – New Glasgow Library

Classification

Library Assistant

Position Scope:

Under the direction of the Library Manager, the successful applicant will be responsible for assisting in the administration of the New Glasgow library. The Branch Assistant will be expected to promote library programs, services and culture by providing support for branch staff and working with community partners.

Outline of Typical Responsibilities:

- Provides efficient library service in the New Glasgow Library including circulation, information services, reader's advisory, public access to the internet and common software help, shelving, and any other duties pertaining to the provision of the service.
- Responsible for all clerical procedures of the branch including handling and reporting on finances and budgets for various activities, maintaining supplies and working with support staff to maintain equipment such as computers, copiers, etc.
- Assists in the preparation and monitoring of the staff schedule.
- Assists with hiring, training and supervision of New Glasgow Library staff.
- Provides basic assistance with emerging library technologies such as ereaders, tablets, mobile devices etc.
- Assists with special and regular library programs and promotion of programming via the library's social media sites.
- Work with the Children's Programming Coordinator to plan and schedule programming for families and youth in the branch.
- Works with regional managers to plan and coordinate programming in the New Glasgow Library and support outreach activities at community events.
- As required, works with officials from the Town of New Glasgow to administer facility maintenance.
- In the absence of the Branch manager is responsible for the New Glasgow Library.
- Assists in collection development and maintenance.
- Other duties as assigned.



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Education Required:

Successful completion of a recognized Library Technician Program; or successful completion of an undergraduate degree; or successful completion of Grade 12 with a minimum 3 years of relevant library experience.

Other Requirements:

Minimum one-year satisfactory employment.

Excellent communication skills.

Ability to work with all ages and people from all backgrounds.

Salary: \$34,147.00 annually

Open to both internal and external applicants.

To apply:

Please send a resume and letter of interest to:

Greg Hayward, New Glasgow Library Manager
182 Dalhousie St.

P.O. Box 276

New Glasgow, NS

B2H 5E3

Tel: 902-755-6031

E-Mail: ghayward@parl.ns.ca

Application Deadline:

September 23, 2022