Job Summary:

To assist with the day-to-day operation of the municipal Library Service.

Duties and Responsibilities:

1. In cooperation with the C.E.O. / Chief Librarian, to determine and ensure that his/her assigned "areas of responsibility" are completed with competence and professionalism within the municipal Library Service

2. In cooperation with the Branch Librarians, assist the volunteers with circulation desk training and operations

3. In cooperation with the Makerspace coordinator, assist the volunteers with equipment training and operations

4. Available, as required, to provide branch coverage and support for our large volunteer base with the circulation desk and library computer system; check books in and out, register new borrowers, collect fines, and receive interlibrary loan requests

5. Assists users by providing information and locating books and other circulation materials

6. This position requires a flexible work schedule with the ability to provide branch coverage when necessary, as well as occasional weekend or evening coverage to ensure smooth operations and maintain library operations.

Contacts:

Internal: With the C.E.O. / Chief Librarian and co-workers for the purpose of obtaining and sharing information to complete work assignments.

With volunteers of the library system, and it's various fundraising agencies, for the purpose of obtaining and sharing information to complete work assignments.

External: With other libraries, schools and local agencies to provide and obtain information and resources.

With the general public to provide information, ensuring polite and tactful relations.

Working Conditions:

Exposure to normal library environment.

Job Knowledge:

Currently enrolled in post-secondary education.

Experience with a variety of computer applications, electronic resources, and the internet is

essential.

Good organizational and communication skills. Proven customer service skill sand the ability to deal with the public and develop and deliver training classes.

Computer literacy

Must possess a valid 'G' license