



AUGUSTA TOWNSHIP PUBLIC LIBRARY

“Enhancing our community through Learning, Leisure and Literacy”

Augusta Township Public Library Job Description Assistant Librarian

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Position: Assistant Librarian

Hours: 17 hours per week

Minimum Qualifications:

- Secondary school diploma or equivalent
- Excel Library Certificate in Managing a Small or Medium Public Library, or equivalent.
- Some library experience and knowledge of the Dewey Decimal System
- Good computer and internet skills
- Working knowledge of social media platforms
- Good communication and interpersonal skills
- Good time management and organizational skills
- Vulnerable Sector Check
- Accessibility for Ontarians with Disabilities Act compliant (Training provided)
- AED and basic first aid (Training provided)

Competencies:

The Assistant Librarian will be evaluated based on the following competencies:

- Accuracy
- Aptitude
- Communication
- Confidentiality
- Creativity
- Customer Service
- Dependability
- Initiative
- Interpersonal Skills
- Knowledge
- Productivity
- Safety
- Stress Management
- Time Management



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Duties and Responsibilities:

The Assistant Librarian will act at all times in accordance with the policies and by-laws of the Augusta Township Public Library Board. Duties and responsibilities of the Assistant Librarian include:

- Check books in and out
- Interlibrary Loan Service
- Register new patrons
- Calculate and collect fines, copier costs etc.
- Answer questions related to the collection
- Assist with proper patron use of computers
- Make photocopies and send faxes for patrons
- Assist with requests by the public
- Process and maintain library materials under the direction of the CEO
- Shelve books and read shelves
- Track library supplies and notify the CEO when replacements are needed
- Assist the CEO with weeding and deletion of library materials, assist with inventory.
- Assist the CEO with volunteer supervision
- Assist with the maintenance of the safe operation of the library building and property
- Maintain contemporary knowledge of library practices and update professional skills
- Act on behalf of the CEO, as required by the Board, in the CEO's absence
- Perform social media and webpage updates and maintenance.
- Assist with library programming.