

<b>Township of Selwyn Job Description</b>	
Position: Assistant Librarian	Page: 1 of 2
Reports To: C.E.O. / Chief Librarian	Date: February 2024
This Job Description Is: <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Revised <input type="checkbox"/> Rescinded	

**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 operate 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. Assists with developing programming, cultural, and fundraising activities and assists with fundraising and programming initiatives, as required
7. Maintains circulation and usage statistics for the respective branch and system
8. Maintains social media applications in the library setting
9. Designs, produces, and distributes posters, press releases, and evaluation forms
10. Attends meetings as required
11. Produce and maintain any forms, records, reports, and correspondence as required
12. Ensures that volunteers adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy.
13. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

**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.

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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:**

Post-secondary education with one year of public service experience in a library setting.

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

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

Computer literacy

Must possess a valid 'G' license