

FRASER VALLEY REGIONAL LIBRARY

JOB DESCRIPTION

POSITION: Library Assistant

April 13, 2010

JOB CLASSIFICATION: Pay Grade 5

FUNCTION:

Under the direction of the Library Supervisor, the Library Assistant performs duties necessary for the efficient circulation of library materials and provides information services to the public.

WORK PERFORMED:

1. Performs circulation duties such as check-in and checkout of library materials, registering patrons and updating patron information.
2. In the absence of specialized staff provides reference, information, and readers' advisory services to adults and children using a variety of electronic and print information sources. Provides assistance and instruction to the public on the use of electronic and print resources.
3. Performs various holds management functions such as placing holds, printing paging slips, searching for holds and preparing holds transfers.
4. Accepts payment for fines and fees.
5. Sorts and organizes material for shelving, shelves material, tidies shelves and shelf-reads to ensure material is in its proper place.
6. Packs and unpacks van deliveries and prepares material for shipment. Empties book drop.
7. Processes magazines and paperbacks. Assists with collection maintenance. Deletes item records of discarded materials.
8. Responds to public queries regarding library services, referring those that cannot be resolved to supervisor.
9. Registers the public for Internet bookings and programs.
10. Performs basic equipment maintenance and resolves routine hardware and software problems.
11. Assists with daily cash reconciliations and bank deposits.
12. Performs other related duties as assigned.

RELATIONSHIPS:

- | | | | |
|----|-------------------|--|---|
| 1. | Supervisor: | Direct: | Library Supervisor |
| | | Advisory: | Library Manager
Deputy Library Manager |
| 2. | Staff Supervised: | Direct: | N/A |
| | | Advisory: | Page |
| 3. | Other: | Frequent contact with the public and FVRL staff. | |

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrated knowledge of library automated systems and proficiency in the use of technology.
2. Ability to communicate effectively with the public and staff in a courteous and competent manner.
3. Demonstrated proficiency in readers' advisory, reference search strategy and interview techniques.
4. Demonstrated knowledge of print/electronic information resources and authors/genres that are in demand by the public.
5. Ability to perform basic troubleshooting of equipment.
6. Accurate keyboarding skills of 30 wpm.
7. Physical ability to perform the duties of the position.

EDUCATIONAL REQUIREMENTS, TRAINING AND EXPERIENCE:

Position requires Grade 12 graduation with the following courses from UCFV or, comparable courses from other post secondary institutions with library technician programs:

- LIBT 100: Introduction to Information Services; and
- LIBT 145: Internet Information Retrieval

Or alternately,

- LIBT 140: Introduction to Reference Services; and
- LIBT 120: Introduction to Technical Services.

Or alternately,

Position requires Grade 12 graduation with the following courses from the Community Library Training Program:

- CLTP 102: Introduction to Reference and Information Services;
- CLTP 104: Library Services for Children; and
- CLTP 106: Introduction to the Internet.
- Combination of six months work related and on the job experience.
- Criminal records check is required for positions delivering programs to children and young adults.