JOB TITLE:	Programming and Library Assistant
DEPARTMENT:	Asphodel-Norwood Public Library
REPORTS TO:	CEO / Librarian
EMPLOYEE GROUP:	Non-Union
SALARY GRADE:	Band 3 – Township of Asphodel-Norwood Staff Salary Grid
HOURS OF WORK:	Day, evening and weekends
DATE UPDATED:	March 29, 2025

Position Summary:

Reporting to the Chief Executive Officer (CEO) / Librarian, the Library Assistant is responsible for the day-to-day operations of the library, including regular circulation, information and processing duties. The Library Assistant is responsible for researching, preparing, promoting and delivering library programming and events for all age groups, including community outreach programs.

Main Responsibilities:

Library Services:

- Performs circulation functions according to set procedures including check-in and check-out of library material, renewal of materials, registration of users, placing of reserves, keeps statistical records and shelving of material;
- Works with other library staff to co-ordinate appropriate displays and materials;
- Takes Interlibrary Load (ILL) requests from users to be processed. Contacts patrons when ILL materials have been received;
- Performs any duty essential to the achievement of efficient and effective services and programming for library users;
- Provides operational support to library volunteers.

Library Administration:

- Answers directional or procedural enquires both on telephone and e-mail and refers other information inquires to the CEO/Librarian;
- Ensures that records, stats, forms and files are recorded accurately as required for meeting the Boards requirements and expectations;
- Maintain online databases and ensure that they remain up to date;
- Implements library policy and procedure;
- Follows established procedures for opening and closing the library buildings;

- Accepts payment of fines, fees, bookings and fund-raising charges; records all transactions; processes the funds according to library policy and established business methods;
- Checks library materials and equipment to determine need for repair; may do minor repairs on library materials;
- Restocks supplies needed at the circulation desk and/or photocopier;
- Makes additions and deletions on the JASI Automation system, using set procedures;
- Contributes effort and ideas and supports change that assists the library to accomplish its Mission, Vision and Goals.
- Maintains familiarity with procedures at both branches, and substitute for other staff during staff vacation or illness.
- Participates in own performance appraisals both prior to the end of the probationary period as specified in the individual's contract, and annually with the CEO;
- Provides input to the Board regarding the CEO/Librarian's performance appraisal as requested by the Board;
- Other related duties as required.

Program Development & Community Outreach:

- Researches, coordinates and executes library programs that meet the current and future needs of the library and for all age groups.
- Implementation of special events throughout the year that promote the strategic objectives of the library;
- Assist with the building and maintaining of collaborative working relationships between the library and relevant community partners to promote the library's resources and services;
- Engage with the community, representing the library at events across the township.

Position Requirements:

- Minimum Grade 12 education or equivalent;
- Minimum one year library experience or equivalent;
- Knowledge of library services network and Public Libraries Act;
- Proven ability to provide excellent service to the public;
- Working knowledge of Microsoft Office 356 including Microsoft Word and Excel and the ability to learn database technology and website upkeep;
- Ability to initiate and implement change;
- Willingness to attend authorized meetings as required.
- Clear Vulnerable Sector Screening will be required as a condition of employment.

Competencies:

This position is expected to demonstrate the following competencies:

- Knowledge of administration and office practices.
- Communication, customer service and organization skills.
- Research skills
- Understanding of file/records management practices and procedures.

Other

- Works in a typical office environment with some travel outside the office;
- Requirement to work varied hours to meet the operational demands of the position;
- Will be required to attend special events/meetings which could be in the evening and/or on weekends.

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.