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| Ped Number: | 5 |
| Title: | Library Assistant |

JOB SUMMARY:

Under the direction of the Head Librarian, performs duties related to technical and circulation services. Registers and assists patrons with location of material. Performs basic bibliographic searching. Assists Head Librarian in work organization. Processes materials for holds and inter-library loans. Maintains statistics, files and reports.

SKILLS

Customer service

Communication both written and verbally

Computer and internet

Information and database management

MAJOR DUTIES AND RESPONSIBILITIES:

- 1) Assist patrons with basic computer and internet related tasks.
- 2) Monitor use of computer workstations to ensure appropriate time sharing.
- 3) Maintain schedule for the Multi-purpose room.
- 4) Ensure that resources are available to administer multi-purpose room compliance after normal library operating hours.
- 5) Prepare and issue overdue notices.
- 6) Cooperate as a team member with all library staff to ensure the achievement of an efficient library operation.
- 7) Supply Criminal Record Check.
- 8) Successfully complete a basic first aid course.
- 9) Ability to work with a minimum of supervision.
- 10) Must be able to physically handle book trolley and reach all shelving.
- 11) Must be able to establish and maintain effective working relationships with people contacted during the course of work.
- 12) Must be able to lift or carry 18kg (40 lbs)

- 13) Must take all required training.

- 14) Train and oversee trainees, volunteers and staff.

- 15) Other duties as assigned.

EDUCATION AND EXPERIENCE:

High School diploma

First Aid certificate

Library experience preferred.

Monday-Thursday 12:00-8:00 pm

Saturday: 10-2:00pm

Hours will change according to season.

Start date: Immediately

Interested applicants should submit a resume before June 12, 2009 to:

Vanessa Sobkovich-Wiebe

Head Librarian

Springfield Public Library

Box 340

Dugald, MB

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