

Drumheller Public Library
Job Description
July 2019

Position: Library Assistant – Accounts Management

General Statement of Duties: Responsible for keeping patron accounts up-to-date, and for operations necessary to the Library's day-to-day functions.

Supervision Received: Reports directly to the Director of Library Services. If the Director is not available, the Assistant Director is deputised to advise and correct.

Supervision Exercised: Assists in supervising volunteers.

Special Responsibilities

1. Maintain accurate, up-to-date records of overdue and lost materials and associated billing and secure payment from patrons and/or other libraries.
2. Coordinate Adopt a Subscription program by securing funding from sponsoring individuals and organisations for both existing periodical subscriptions and additional periodicals that will help to ensure a wide variety of topics and perspectives is represented.
3. Participate in developing policies/guidelines related to overdue and lost materials.
4. Ensure that materials checked out by the library for displays and programming are renewed and/or returned in a timely manner.

General Responsibilities:

1. Know and consistently implement the Library Board's Bylaws and Policies, library guidelines, and established emergency procedures.
2. Contribute to maintaining a positive atmosphere for patrons and visitors.
3. Circulation and front desk duties: Checking materials in and out; Responding to reference, research and resource questions; Processing daily reports and contacting patrons accordingly; Welcoming and orienting new patrons; Training patrons in the use of library equipment and services; Recording relevant statistics.
4. Maintain current operating knowledge of all library equipment, including photocopier, fax, scanner, printers, disc cleaner, filing systems, and telephone answering system.
5. Maintain competency with all current online resources, and train patrons in their use as requested.
6. Assist with Interlibrary Loan services as required, including retrieving, sending, receiving, tracking, and keeping statistics.
7. Assist in maintaining an orderly collection of materials: Assessing materials as they are returned to the library; Recommending new or replacement materials; Participating in regular weeding of damaged and outdated materials.
8. Prepare letters and notices as required, according to standardised templates.
9. Assist with training of volunteers and new staff as needed.
10. Represent the Drumheller Public Library at external events, as requested.
11. Perform other duties, as requested.

Requirements:

1. Excellent command of spoken and written English.
2. Commitment to providing friendly and welcoming service in person and on the telephone.
3. Ability to develop and maintain good relations with sponsors and outside organizations.
4. Ability to work harmoniously with co-workers.
5. Commitment to ongoing professional development.
6. Experience working with dynamic record systems and demonstrated attention to detail.
7. Comfortable with computers; willing to learn new systems and participate in training opportunities as necessary.
8. Flexibility in undertaking varied tasks as assigned by the Director.
9. Reasonable availability for evening and Saturday shifts.

Hours of Work:

1. 20-25 hours/week
2. Acceptance of the Overtime Agreement for time off at regular pay in lieu of overtime pay.

Compensation:

1. Dependent on experience. Benefits include optional participation in the library's Chamber of Commerce Benefit Plan, 5% paid directly to the employee's RRSP account, paid sick time, and paid community volunteer time.
2. Wage increases are based on cost of living, training, experience, improved skills, and performance, and are determined through annual evaluation.
3. Holiday entitlement will increase as hours-worked requirements are met. Increase schedule is available upon request.