



JOB POSTING: LIBRARY ASSISTANT

The Bibliothèque de Beaumont Library is seeking a customer-focused Library Assistant to join our team! If you enjoy working with the public, connecting with your community, and learning new things in a fast-paced environment, this is the position for you!

What we're looking for:

The Beaumont Library connects Beaumontonians to ideas, experiences, and one another. Our Library Assistants make that mission a reality by supporting collections, circulation, programming, reference, reader's advisory, and general library operations.

Library Assistants offer community members information services and technology help at the desk and on the floor, participate in collection acquisitions and maintenance, deliver programs for all ages, and work on strategic projects to meet the needs of our growing community. Library Assistants are adept at navigating online and physical information to connect community members to the resources and answers they need. They are flexible, tech-savvy, curious, and excited to share and learn with others!

Duties and Responsibilities:

- Help patrons access library services by providing reference, reader's advisory, technology and circulation assistance
- Deliver programs and events both in the library and in the community
- Contribute to a healthy library collection that meets community needs
- Contribute as a team member to the achievement of the Library's strategic goals.

Job Requirements:

- Library and Information Technology Diploma or undergraduate degree is required. Other relevant 2-year diplomas from accredited Universities or Colleges may be considered
- A minimum of 1 year's work experience in a library customer service role, or an environment where customer service is a core focus.

Knowledge, Skills, and Experience:

- Enthusiasm, curiosity, and exceptional customer service skills
- Knowledge and high level of comfort with technology troubleshooting to assist patrons with devices, databases, e-resources and various service applications and web-based platforms.
- Able to work effectively and cooperatively in a team environment.
- Effective and creative troubleshooting and problem-solving skills.
- Flexibility and openness to change and innovation
- Comfortable learning and using desktop and web-based software applications of all sorts.



Physical Requirements:

Library Assistant positions include frequent standing, walking, and bending, lifting to 40lbs., reaching to place materials on shelves, and pushing and pulling book carts.

Employment Terms:

This is a permanent part-time position. This position requires flexibility and evening and weekend availability. A satisfactory Vulnerable Sectors Check from the Police Service is required prior to starting.

Hours: 28 hours/week

Salary Range: \$26.00 - \$33.92/hour

This position includes a generous benefits package.

Application Process:

Please submit your cover letter and resume by email to:

library@beaumontlibrary.com

Deadline for applications is 5:00pm MST on November 15, 2024.

Want to learn more about the Beaumont Library? Check out our [website](#) and [Strategic Plan](#).



Job Description

JOB TITLE	Library Assistant
JOB PURPOSE	Ensures community members receive exceptional library services by supporting collections, circulation, programming, reference, reader's advisory, and general library operations.
ESSENTIAL FUNCTIONS	
1.	Help library patrons access library services
	<p>By: Offering exceptional customer service in accordance with our Customer Service Philosophy and Values.</p> <p>By: Offering exceptional reference, reader's advisory, technology and patron account help both at the desk, on the floor, and during outreach</p> <p>By: Assisting patrons with technology and digital literacy skills in group and one-on-one settings</p> <p>By: Promoting library services to patrons and connecting them with services they might need both at the desk, on the floor, and during outreach.</p> <p>By: Completing circulation duties</p>
2.	Deliver programs and events to library patrons
	<p>By: Developing exceptional library programs that align with the library's Strategic Goals</p> <p>By: Running programs and events in-house or through outreach</p> <p>By: Participating in the evaluation and continuous improvement of library programming and events</p>
3.	Contribute to a healthy library collection that meets community needs
	<p>By: Ordering and processing library materials for assigned collections as outlined in the Collection Development Manual</p> <p>By: Shelving, shelf-reading, shifting, and weeding library collections as outlined in the Collection Development Manual</p> <p>By: Promoting collections through displays as required</p>
4.	Ensure the library operates according to policy, procedure, and best practice
	<p>By: Completing opening and closing duties</p> <p>By: Following cash handling procedures</p> <p>By: Participating in data gathering initiatives</p> <p>By: Participating in assigned training and coaching to improve skills</p>
5.	Contribute as a team member to the achievement of BBL goals
	By: accepting new responsibilities, supporting team members, making suggestions, and learning new skills



NOTE	<i>The employer reserves the right to change or assign other duties to this position. Library Assistants may be responsible for some or all essential functions and associated tasks depending on the operational needs of the library.</i>
QUALIFICATIONS	
Education	Library Technician Diploma or relevant Undergraduate Degree from an accredited University or College. Other relevant 2-year diplomas from accredited Universities or Colleges may be considered
Required Skills	Exceptional customer service skills; proficiency with an array of office software; proficiency with new technologies; problem-solving skills; organizational skills
Work Conditions	Standard public library environment. Physical requirements may include: carrying/lifting up to 40 lbs.; repetitive hand motions (e.g., computer work, material processing, shelving); standing for up to 7 hours/day; pushing/pulling book carts; crouching and sitting on the ground; driving electronic cargo bike within Beaumont (training provided)
Special Schedule	Evening and weekend work, varied schedule
Travel Demands	Driver's license required
Job Experience	Required: 1 year of experience in a customer service role, with preference given to library customer service experience.
Personal Qualities	Flexible and positive attitude, comfortable working in a fast-paced, changing environment, strong organizational skills, enjoys working in a team environment, collaborative, strong customer service orientation
Other	This position requires a clear Vulnerable Sectors Police Check.
STATUS	
Wage/Salary	Board-approved salary grid, Library Assistant
APPROVALS	
Director Signature	
Date	
Employee Signature	
Date	