



Job Description Library Assistant I

Job Title:	Library Assistant I
Location:	All branches
Reporting to:	Reports to the Circulation Supervisor. May be required to take responsibility.

Nature and Scope

The Library Assistant I performs clerical tasks and routines assigned by the Circulation Supervisor to provide customers with access to good library service. These tasks are carried out under the supervision of the Circulation Supervisor and within the regional library's policies, procedures, standards and resources. The Library Manager is responsible for all the activities in the branch.


Representative Duties

1. Carries out clerical duties related to circulation, information service, computer support, collection maintenance, routine facility maintenance and appearance, equipment maintenance, fundraising, financial routines, promotional and programming activities.
2. Performs other related duties as required.

Required Education and Experience

1. Grade 12 Graduation (Dogwood Diploma or equivalent). Prefer completion of one specified PLSB Community Library Training Program courses.
2. Good oral and written communication skills.
3. Ability and willingness to work with the public (all ages).
4. Working knowledge of books and print and online informational material.
5. Basic knowledge of information services technology including the ability to use the Internet and standard electronic reference resources.
6. Basic knowledge of computer hardware, operating systems, applications software and interfaces.

Vancouver Island Regional Library
Job Description
Library Assistant I

Group:	CUPE Group I	Approved By:
Incumbent:		
		Executive Director
Date Appointed to this Position:	Date:	

Date Prepared:	January 1984
Date Revised:	March 1993, August 2002, June, 2008