

Library Assistant/ Program Coordinator Job Description

General Description:

Library Assistants/ Program Coordinators are responsible for assisting with the administration and organization of a Library. Their duties include providing desk/ counter customer service, participating in collection maintenance and implements Library policies and procedures.

Prepares, organizes and delivers Library programming to connect community needs and interests.

Position reports to Library Manager.

Duties/ Responsibilities:

Regularly provides desk/ counter customer service. Assists customers find information/ items, circulates and reserves materials; loans Library materials such as books and DVDs to patrons and collects the returned materials.

Catalogs and maintains the Library materials; Participates in collection maintenance per guidelines, as required; checks condition of materials and recommends replacements as necessary.

Handles inter-Library loans. Registers/ updates memberships.

Assists the Library Manager to design and plan programs. Delivers programs and outreach for all ages. Applies and adapts existing content according to community needs/ interests. Delivery of programs may be in person or virtual and may be on-site or off-site.

Uses and maintains computer Library database to help locate Library materials; Provides basic technological assistance.

Notifies customers of overdue/ reserved materials; processes charges/ fines. Addresses minor complaints; implements Library policies and procedures.

Promotes diversity and inclusion in the Library's collection, services, and membership.

Participates in Library Staff meetings.

Backs up other Library Staff in their absence.

Performs related duties as assigned.

Helps plan and participate in special Library events such as a children's movie night, used book sales, or other special programs.

Follows and promotes compliance of provincial and AHS regulations regarding health and safety.

Recommended to have current first aid training and knowledge of AED (defibrillator) usage.

Knowledge, Skills & Abilities:

Should have familiarity with Library resources and practical knowledge of Library operations, acquired through a combination of education and experience. Related experience working with groups in community programs would be an asset.

Knowledge of the local community served by the Cremona Municipal Library.

Knowledge of and ability to comply with policies and procedures.

Ability to plan, develop, research, and deliver best practices to support community needs and interests, and to motivate residents of all ages to access services, programs, and resources.

Human relations and communication skills to interact with/ assist the public/ members of all age groups, exercising patience and understanding; add input to collection development opportunities; conduct group presentations and programs; communicate/ collaborate with other Library Staff for daily operations, resources, and troubleshooting; and participate as an effective team member.

Computer skills with ability to use programs such as Microsoft Office, Library automation software, the internet, social media, mobile devices, digital resources, and video/ editing/ recording software.

Ability to read books, articles, and other material to stay current with trends and development in Library and information services, and programming practices and programs. Ability to write brief articles for the local media, and create bulletin Boards and book displays.

Ability to work and make minor decisions independently, referring to management for direction regarding difficult information inquiries, duties, and situations outside procedures.

Must provide an acceptable and current Police Vulnerable Sector Check. This is to be updated and kept current every 3 years. Any cost / expense (if required) will be covered by the Board

Must be compliant with any AHS requirements for current vaccinations and protocols and must provide proof of such. Ability to work shifts that can include evening and weekend hours.

Working Conditions:

Moves between the desk, shelves, and computer terminals.

Range of movement (bends, stoops, and reaches) is required.

Regularly lifts stacks of materials weighing up to 35 lbs.

Library Assistant/ Program Coordinator - Wage Scale

March 2023

Wage Range \$15.50 - \$21.67+ /hour

- Starting wage @ \$15.50 /hour - \$17.00 /hour
 - @ 6 mos. increase to \$15.75 /hour - \$17.25 /hour
 - @ 1 year increase to \$16.25 /hour - \$17.75 /hour
 - @ 2 years increase to \$17.00 /hour - \$18.50 /hour
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- Further wage increases to be implemented annually in the month following the anniversary of their start date.

Wage Grid for Library Assistant / Program Coordinator

22.00												
21.75												
21.50												21.67
21.25											21.25	
21.00												21.06
20.75										20.84		
20.50											20.65	20.47
20.25									20.43	20.25		
20.00								20.03			20.07	
19.75									19.86			19.92
19.50							19.64	19.48		19.68	19.52	
19.25						19.25			19.30			
19.00							19.10			19.14		
18.75					18.87	18.73		18.93	18.76			
18.50				18.50			18.56					
18.25					18.36	18.20		18.40				
18.00				18.00			18.04					
17.75			17.75		17.85							
17.50				17.50		17.68						
17.25		17.25	17.25		17.34							
17.00	17.00			17.00								
16.75		16.75	16.75									
16.50	16.50											
16.25		16.25	16.25									
16.00	16.00											
15.75		15.75										
15.50	15.50											
15.25												
15.00												
	Start	6 mo	1 yr	2 yr	3 yr	4 yr	5 yr	6 yr	7 yr	8 yr	9 yr	10 yr

Based on 2% "Cost of Living Increase".

(from start wage to 10 years employment and meant to be added to when needed beyond 10 years employment following an annual 2% increase.)