

**1. IDENTIFICATION**

<b>Position No.</b> 08-8252	<b>Job Title</b> Assistant Librarian	<b>Supervisor's Position</b> Librarian, Iqaluit Centennial Library
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<b>Department</b> CLEY	<b>Division/Region</b> Nunavut Public Library Services	<b>Community</b> Iqaluit	<b>Location</b> Iqaluit Centennial Library
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**2. PURPOSE**

**Main reason why the position exists, within what context and what the overall end result is.**

This position assists in providing public library services to the community to meet the informational, educational, cultural and recreational needs of residents and visitors to Iqaluit, under the supervision of the Librarian.

**3. SCOPE**

**Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?**

This position is located at the Iqaluit Centennial Library and reports directly to the Iqaluit Librarian. The incumbent works along side other library staff and trained library volunteers to provide library services during evenings and weekends. The incumbent works without direct supervision due to the non-standard work hours. Libraries are instrumental in promoting literacy within the community. The Iqaluit Centennial Library is the largest and busiest library in Nunavut, as measured by patron visits, circulation and reference statistics.

CLEY was created to safeguard and promote Nunavut's culture, heritage and languages, As a lead department, there is expectation for every position to support this and implement the mandate. The incumbent is expected to ensure Inuktitut or Inuinnaqtun language and culture are the basis of his/her work.

**4. RESPONSIBILITIES**

**Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers why the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.**

1. Assists in providing direct library services, in order to meet the informational, educational, cultural and recreational needs of the community, according to Nunavut Public Library Services standards. Results are measured in patron visits, reference questions asked, and items circulated.

**Main activities:**

- a) Processing materials borrowed and returned by patrons and registering new patrons using automated circulation (VTLS);
  - b) Following proper library procedures to link library material to the database and change item statuses as required;
  - c) Providing reference service to patrons through knowledge of VTLS catalogue, other online library catalogues, reference and educational software, including materials on hand (books, audio-visual, magazines, vertical files, Internet resources);
  - d) Supervising the use of the public access computers; ensuring that patrons do not exceed their time limit, to ensure that all patrons have a chance to use the computers;
  - e) Referring unanswered reference queries and requests to the supervisor. This includes leaving detailed e-mails because the supervisor is not present;
  - f) Following library procedures while patrons are accessing rare northern archival materials;
  - g) Following library procedures when dealing with emergency situations such as inappropriate patron behaviour and building problems and reporting to supervisor in writing;
  - h) Following library procedures for opening, closing and locking the library to ensure building safety;
  - i) Assisting with training and monitoring library volunteers.
2. Performs administrative duties, to assist in maintaining the library collection and records, according to Nunavut Public Library Services policies.

**Main activities:**

- a) Recording accurate statistics of reference queries and patron count while on duty;
  - b) Shelving materials correctly in the collection and participating in routine shelf-reading to ensure that the library collection is in order;
  - c) Assisting with the annual re-registration and updating of patron records;
  - d) Accepting payment for lost or damaged materials, photocopies, purchased paperbacks and issuing receipts, as required;
  - e) Completing attendance and leave accurately and in a timely fashion;
  - f) Being familiar with the Iqaluit Centennial Library Policy and Procedure Manual.
3. Assists by promoting special themes and displaying other sources of information which helps to promote literacy;

**Main activities:**

- a) Helping to organize and set up specific display themes in the library;
  - b) Keeping informed of community and library activities and being able to pass this information on to interested patrons;
  - c) Maintaining information in the vertical files and informing supervisor of outdated material.
4. Attending training sessions to meet job requirements and develop skills.

## 5. KNOWLEDGE, SKILLS AND ABILITIES

**Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

*Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

**These requirements are in reference to the *job*, not the incumbent performing the job.**

The incumbent must be able to work evening and weekend shifts to cover public service hours. The library being open to the public is dependant on the incumbent's presence. Punctuality is essential. The incumbent must be able to deal with patron and building problems while on duty and ensure that the building is properly locked after closing.

The incumbent must have the ability to communicate effectively (verbal and written) with patrons, supervisor and library volunteers. The ability to speak Inuktitut is a strong asset.

The incumbent must be able to interact with patrons of all ages, singularly or in groups in a courteous manner. Confidentiality is essential and must be adhered to when dealing with personal or sensitive information requests from patrons.

The incumbent requires the ability to work with the library's automated circulation database, other on line library catalogues, plus educational reference software, in order to assist patrons with their requests. The ability to assist patrons to use the Internet for educational research is important. The incumbent must also have the ability to apply a creative, detective thinking approach when attempting to help patrons with information requests.

The incumbent must be able to handle several demands at the same time, including helping patrons look for library materials, assisting and monitoring patrons using the public access computers, checking items in and out, and completing other duties assigned by the supervisor. Public service is the incumbent's first priority while on duty.

The incumbent must be able to rank materials in numeric and alphabetical order which is required to re-shelve books, shelf-read, and keep accurate circulation and patron card records.

The incumbent should have a general knowledge of Nunavut and the needs of the community.

This combination of knowledge, skills and abilities is typically accomplished by obtaining a minimum education level of Grade 12, with Grade 12 English. On the job training is provided by the Librarian, but previous experience in a public service position is required, as well as the incumbent being very familiar with computers.

## 6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

### Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

The incumbent may be required to stand for several hours at a stretch while serving patrons. The incumbent is required to move heavy boxes of books and to re-shelve materials.

### Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

The incumbent is required to work evening and/or weekend shifts.  
Library materials accumulate dust easily and contribute to a dry working environment.

### Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.

The incumbent must be aware of patrons who may be disruptive to other library patrons such as noisy children and intoxicated individuals. Any major problems must be dealt with appropriately and then reported to the supervisor, in writing.  
The incumbent's sense of smell may be required to detect persons who are smoking, chewing gum, eating or drinking in the library, which is prohibited.

### Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

Dealing with problem patrons can cause anxiety and stress. Dealing with the public access computers can cause stress as some patrons may become angry when their computer time limit is up. Answering diverse information questions and maintaining a pleasant manner under pressure can be difficult when there are several patrons who require help at the same time.

**7. CERTIFICATION**

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

**8. ORGANIZATION CHART**

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**