

# CARIBOO REGIONAL DISTRICT

## JOB DESCRIPTION

Group:	Working Title: Branch Assistant
Dept.: Area Library	Classification Title: Library Technician (Public Services)
Date:	Grid Level: 9

**PRIMARY FUNCTION:** Assists with day-to-day supervision of library operations including direct supervisory responsibility for the circulation counter activities; supervises the library in the absence of the Area Librarian.

### JOB DUTIES AND TASKS:

1. To provide supervisory support to the Area Librarian in the overall operation and delivery of library services.
  - a) Supervises the operation of the library in the Area Librarian's absence, or as delegated by the Area Librarian.
  - b) Handles complex reference questions requiring in depth knowledge of library circulation system, catalogue, subscription databases, and must provide that knowledge to staff and patrons either in person or over the phone.
  - c) Has regularly scheduled duties on circulation desk, carries out all associated duties including responding to public internet issues, providing readers advisory and reference questions that are beyond the scope of library clerks.
  - d) Monitors circulation activity and assists during high demand periods.
  - e) Resolves conflicts that may arise between staff and patrons regarding interpretations of library policy and procedure.
  - f) Trains and supervises new clerical staff in day to day operations as designated by Area Librarian.
  - g) Trains, supervises and evaluates Pages.
  - h) Trains, supervises and evaluates Summer Reading Program Coordinator in the development of the program, the program schedule and assists with major program events.
  - i) Develops, organizes and conducts community library programs such as toddler and pre-school story times.
  - j) Develops, organizes and conducts special seasonal programs; and specific directed reading programs.
  - k) Provides on site library orientation tours to schools, adult education and other community groups.
  - l) Conducts classroom visits to promote the library and upcoming events.
  - m) Assists with planning and coordination of author readings.
  - n) Represents the library as a participant on local community groups that focus on the delivery of family/children's programs and related literacy initiatives.
  - o) Responds to building/facility problems in the absence of the Area Librarian, or as delegated by the Area Librarian.

- p) Assists the Area Librarian to re-establish an operational library during any event that impacts the library.
- q) Works with Area Librarian to monitor and adjust library policies and procedures as the need arises.

2. Other related duties:

- a) Assists the Area Librarian with the recruitment, selection and evaluation of Staff.
- b) Maintains and organizes children's collections, under the direction of the Area Librarian.
- c) Provides recommendations for library materials and selects library materials under the direction of the Area Librarian.
- d) Coordinates work assignments of other staff members, under the direction of the Area Librarian.
- e) Requires knowledge of all duties done by circulation staff so that those duties continue to be performed while staff is away/on vacation either by the technician or another staff member.
- f) Requires general knowledge of librarian's duties in the event the librarian's position becomes vacant for a period of more than three months.

**SUPERVISION RECEIVED:** Area Librarian

**SUPERVISION / DIRECTION EXERCISED:**

Circulation Desk supervisor while on duty at the Desk and as delegated at other times by the Area Librarian; immediate supervisor of all local library staff in absence of the Area Librarian  
Immediate supervisor to Pages and Summer Reading Club Coordinator.

**PHYSICAL ASSETS / INFORMATION MANAGEMENT:**

Ability to work with computers and other office equipment; ability to handle library materials, carrying them from point to point and/or moving partial or entire collection areas.

**FINANCIAL RESOURCES:** Tracks orders for library materials and research / order equipment/furniture as delegated by the Area Librarian; identify Summer Reading Program costs for supplies and promotional materials, and manage that budget, including Purchase Orders and submissions of accounts. Maintains and monitors library accounts of fines, fees and petty cash.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*