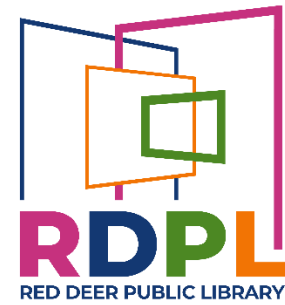


**Job Title:** Library Assistant IV (LA 4) - Public Services Department

**Competition #:** 2021-12

**Posted:** Thursday, September 16, 2021

**Deadline:** Friday, September 24, 2021 - 5PM



**Hours of Work:** This permanent full-time position includes daytime, evening, and weekend shifts, averaging 35 hours per week. The position will begin as soon as a suitable candidate is found.

**Wage Range:** \$31.43 - \$34.91 per hour.

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Under the supervision and direction of the Department/Branch Manager, assists customers and assists in the development, delivery, and promotion of Library programs, services and collections.

#### **DUTIES**

1. Performs all general duties and responsibilities of the Library Assistant, LA III position.
2. Plans, promotes, delivers, and evaluates programs, including community outreach.
3. Assists with collection development and maintenance.
4. Answers customer questions, including in-depth reference questions.
5. In consultation with the department manager, may oversee the day-to-day operation of the department including off-desk duties and scheduling of staff.
6. Assists the department manager with long range planning.
7. Assists with orientation and on-the-job training of staff, and may provide input into evaluation.
8. Takes the lead in staff and customer training and support of the library's electronic resources.
9. May represent the Department or Red Deer Public Library on various committees.

These duties are illustrations of types of work that may be performed. The omission of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

## **RESPONSIBILITIES**

1. Awareness and application of Library Assistant duties at all levels within the organization.
2. In-depth knowledge of organization policies and procedures.
3. Know and use the latest technology that applies to customers.
4. Awareness of current events and trends as they relate to library service.

## **QUALIFICATIONS, TRAINING AND EXPERIENCE**

1. Diplomas and/or degrees from recognized (accredited) institutions and directly related experience beneficial to the position.
2. Excellent problem solving, planning and communication skills (oral and written).
3. Proven ability to initiate and complete large projects.
4. Experience in a leadership role.
5. Exceptional customer service skills.
6. Ability to relate to coworkers in a courteous, helpful manner.
7. Advanced computer skills in a networked Windows environment including Office, Google Apps and web-based services. Proficiency with modern technology such as tablets, e-readers and smartphones.
8. Self-directed. Able to work either independently and as part of a team.

## **PHYSICAL REQUIREMENTS**

Physical requirements of the Library Assistant position include frequent and prolonged standing, walking, and bending; lifting library materials up to 25 kgs; reaching to place materials on shelves; and pushing and pulling book carts up to 45kg.

To apply for this position:

Please submit a cover letter and resume to [jobs@rdpl.org](mailto:jobs@rdpl.org) citing **Competition #2021-12 by 5 p.m. on Friday, September 24, 2021.**

A current, acceptable, Criminal Records Check is required. Cost of the check is the responsibility of the applicant and would be required if acceptance of an offer of employment is made.

Thank you to all candidates for their interest but only those selected for an interview will be contacted.