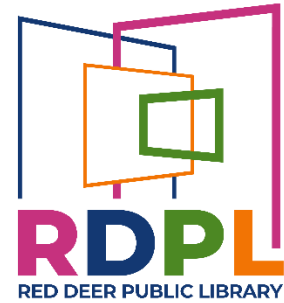


**Job Title:** Library Assistant III (LA 3) - Public Services Department



**\*\*Please note: this could be multiple positions dependent on recruitment of staff for a separate posting. Please specify, in your cover letter, if you have a preference for full time (avg. of 35hrs/week) or part time (avg. of 17.5hrs/week) hours.**

**Competition #:** 2021-13

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

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

**Hours of Work:** This position includes daytime, evening, and weekend shifts. The position will begin as soon as a suitable candidate is found.

**Wage Range:** \$27.59-\$30.65 per hour.

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## **WHAT WE'RE LOOKING FOR:**

Red Deer Public Library is seeking an energetic, community-oriented, and fun-loving individual to fill a position in the Public Services department! This position is for a creative, self-motivated individual who wants to make a difference in our community and provide excellent services to all who visit the library.

## **DUTIES**

1. Performs all general duties and responsibilities of the Library Assistant, LA II position.
2. Plans, delivers, promotes, and evaluates programs including special events and activities that promote the development of literacy skills including community outreach.
3. May assist in the maintenance and selection of collections.
4. Answers customer questions, including in-depth reference questions.
5. May provide regular assistance and back-up to InterLibrary Loan service.
6. In consultation with the department manager, may oversee the day-to-day operation of the department including off-desk duties and incidental scheduling of staff.

7. Provides support to co-workers to resolve issues with SirsiDynix, patron concerns or complaints, procedural questions, and equipment issues and will forward unresolved issues to a manager.
8. Assists with orientation and on-the-job training of staff, and may provide input into evaluation.
9. Assists the department manager with long range planning.
10. 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 Level I and II within the organization.
2. In-depth knowledge of organization policies and procedures.
3. Knowledge and use of 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. Exceptional customer service skills.
4. Ability to relate to coworkers in a courteous, helpful manner.
5. 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.
6. Self-directed. Able to work either independently or 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.

Please submit a cover letter and resume to [jobs@rdpl.org](mailto:jobs@rdpl.org) citing **Competition #2021-13 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.