



FORT FRANCES PUBLIC LIBRARY TECHNOLOGY CENTRE

POSITION DESCRIPTION

POSITION TITLE:	Summer Student Library Assistant - Technology
GENERAL SUPERVISOR:	Chief Executive Officer
EMPLOYEE GROUP:	Non-union/Management

POSITION SUMMARY:

The Summer Student Library Assistant – Technology will assist Library patrons with the use of technology, including personal devices and Library technology. They will offer one-on-one technology appointments as well as workshops for small groups. They will assist with other Library duties as necessary.

The position is for 35 hours/week for 10 weeks at a rate of \$13.50/hour. The preferred start date is June 19, 2017. A resume and cover letter should be emailed to:

Caroline Goulding
CEO, Fort Frances Public Library Technology Centre
cgoulding@ffpltc.ca
601 Reid Avenue
Fort Frances, ON P9A 0A2

CORE COMPETENCIES

- Provides informal instruction and assistance to build skills of library users
- Develops training programs to build information literacy skills and achieve stated outcomes
- Communicates effectively using a variety of methods with a variety of audiences and individuals from diverse backgrounds
- Works collaboratively in teams or groups
- Demonstrates an active commitment to service that guides work performance
- Understands and acts in accordance with the professional values and ethics of library service
- Demonstrates a strong work ethic and personal accountability
- Demonstrates loyalty and commitment to the organization
- Provides assistance to library users in a manner that is warm, welcoming and respectful
- Pro-actively pursues opportunities to assist library users, anticipating needs and exceeding expectations
- Demonstrates comfort in assisting library users with disabilities and accommodating special needs
- Demonstrates a good working knowledge of the full range of programs and services offered by the library
- Demonstrates comfort in assisting users with the library's public access technology, peripherals, devices and networks

- Demonstrates comfort in assisting users with personal portable devices
- Applies effective techniques to address difficult situations with users
- Understands and executes the basic operations of the circulation function
- Delivers children's programs to achieve stated outcomes
- Assists users in making the best use of the library

DIRECTION RECEIVED:

- The duties of this position are performed with minimal supervision. The Student Library Assistant reports directly to the Chief Executive Officer, with other library staff providing functional direction. They are guided by policies and operating procedures.

DIRECTION OF OTHERS:

- None.

REVENUE, ASSET AND EXPENDITURE SCOPE:

- Responsible for collecting fees and fines.

GENERAL RESPONSIBILITIES:

- Offer one-on-one appointments to teach patrons how to use specific pieces of technology as well as coordinate those same appointments.
- Plan and lead technology workshops to groups of 6-10 people, focusing on the use of Library technology; including our 3D Printers and eResources.
- Perform outreach in the community with other staff members, including appointments and workshops at other venues in the communities we serve.
- The Student Library Assistant provides assistance to library patrons, responding to patron enquiries and assisting individuals locate materials and information.
- Operation of the photocopier and fax machines. The incumbent makes photocopies and sends faxes for the public upon request and collects payment for the copies.
- Additional programming duties include assisting patrons in operating the computers for public use and helping staff conduct special programs.
- Library staff are obligated to protect the privacy of library patrons who may be borrowing material dealing with confidential issues.
- Circulation duties as necessary: Checking library material in and out, shelving returned material, shelf-reading, cleaning and checking audio-visual material, taking new registrations, updating registrations, taking reserve requests for materials, collecting fines for overdue materials and collecting payment for lost items.

ELIGIBILITY REQUIREMENTS:

- Currently enrolled full-time in school with plans to return in the Fall, preference will be given to those candidates in the post-secondary fields of library studies and/or teaching
- Between the ages of 15 and 30
- A Canadian Citizen, permanent resident, or has been conferred refugee protection

EFFORT:

- Checking-in library material requires concentration for moderate periods. Requests from patrons for information, for photocopies, and to check out materials interrupt attention spans for short to

moderate periods. Critical demands relate to occasional rush requirements to ensure that all material is shelved.

- Major continuous physical demands are related to combined muscular and sensory strain for moderate periods when shelf reading, shelving material and standing to provide counter service.

WORKING CONDITIONS:

- The Summer Student Library Assistant - Technology will be schedule for 70 hours in a two-week period. This includes evenings and Saturdays
- 100% of the working period is spent indoors in open areas with frequent exposure to the noise of children for moderate periods.
- Work-related hazards include exposure to germs and infectious diseases through contact with patrons. Risk of falling from heights of under 5 feet is encountered while shelving books and shelf reading.