



JOB DESCRIPTION

Public Services Page

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| SECTION: 02 PERSONNEL | POLICY NO: 02-10-2-2.4 |
| DEPARTMENT: Public Service | REPORTS TO: Manager, Customer Engagement and Collections |
| CLASSIFICATION: Permanent Part-time | DIRECT REPORTS: none |

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| JOB SUMMARY |
| Under the direction of the Manager, Customer Engagement and Collections and functional guidance of the Circulation Team Leader and Public Services Coordinators, is responsible for shelving library materials and maintaining shelves in proper order. |

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| PRIMARY RESPONSIBILITIES | |
| Collection Management | Shelves library materials. Maintains shelves in proper order. Keeps library shelves and public areas tidy and orderly. Assists in the repair and the removal of weeded materials. |
| Programming Assistance | Assists programming staff with crafts and other program preparation duties Assists programming staff in a minor capacity during programs |
| Miscellaneous | Other duties as assigned |

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| HEALTH & SAFETY |
| <p>This position must take responsibility for personal health and safety insofar as they are able under the Occupational Health and Safety Act and its Regulations.</p> <p>A worker must:</p> <ul style="list-style-type: none"> (a) Work in compliance with the provisions of the Act, the regulations and City policies. (b) Use or wear the equipment, protective devices or clothing that the City requires to be used or worn. (c) Report to their supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger themselves or another worker. (d) Report to their supervisor any contravention of the Act, the regulations or the existence of any hazard of which they know. <p>This position shall not:</p> <ul style="list-style-type: none"> (a) Remove or make ineffective any protective device required by regulations or by the City, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately. (b) Use or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or any other worker. |

(c) Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

EXPERIENCE REQUIREMENTS

Knowledge of the Dewey Decimal system and an interest in library work.

GENERAL REQUIREMENTS

- Knowledge of the Dewey Decimal System
- Interest in Library work

SKILLS AND ABILITIES

- Ability to work with one's hands
- Ability to read English
- Ability to discriminate between numbers
- Ability to work with fine detail
- Ability to follow instructions and carry out duties in an independent manner
- Friendly and courteous manner

PHYSICAL REQUIREMENTS

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| • Frequency standing, crouching | • Ability to concentrate for long periods of time |
| • Repetitive lifting of library materials (medium weight - 25 lbs) | • Computer and keyboard usage |

ENDORSES THE CORE COMPETENCIES OF THE ORGANIZATION

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| 1. Strategic Orientation | Endorses the mission, values and vision of the library. Prioritizes work and aligns behaviours in accordance with the organization's set strategies, objectives and goals. |
| 2. Customer and Public Service Champion | Displays a strong commitment to service excellence, understands service objectives, and recognizes diverse customer needs. Works collaboratively to develop consistent, superior, customer-focused service, ensuring patron needs are recognized and served. |
| 3. Commitment to Learning | Recognizes the importance of continuous learning and seeking new learning opportunities to improve skill level and performance. |
| 4. Communication | Communicates effectively using a variety of methods, with a variety of audiences and individuals from diverse backgrounds. Selects and applies the most appropriate and effective communication skills to meet situational needs. |
| 5. Innovation | Questions existing methods, improves processes and recommends new perspectives and solutions. Seeks innovative advances in public library service from other libraries. Acts on |

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| | creative ideas to make useful contributions to the library, and the community. |
| 6. Values | Advocates universal access to information and ideas through free library service. Welcomes and values diversity. Champions the library on and off the job! |
| 7. Collaborative relationships | Treats everyone with honesty, respect and fairness, building an environment of trust. Values differences of opinion and listens with openness and curiosity. Works as a team player, contributing to the overall success of the library. |

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| SALARY | |
| Group # N/A | Range: Minimum Wage |

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| APPROVED: April 17, 2019 | | REFERENCE: Board Meeting April 17, 2019 |
| EFFECTIVE DATE: April 17, 2019 | SUPERCEDES DATE: March 21, 2018 | REVIEW DATE: April 2023 |