

# THE CORPORATION OF THE COUNTY OF WELLINGTON

Wellington County Library

Erin Branch

Requires a

**Casual**

**Assistant Branch Supervisor**

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This position reports to the Branch Supervisor and is responsible for assisting in the day-to-day operations of the Library Branch. Duties include, but are not limited to, working at the circulation desk, providing reference and reader's advisory, planning and delivering programmes, shelving library materials and assisting with all other branch activities as required.

This position works approximately 32 hours bi-weekly, which includes day, evening and weekend shifts. Flexibility is required to cover additional hours as needed.

**The minimum qualifications for this position include:**

- Two year college diploma in Library Techniques.
- Minimum one year of experience or equivalent in a public library setting.
- Strong computer and Internet skills.
- Strong organizational and communication skills with emphasis on flexibility.
- Experience planning and delivering children's programmes.

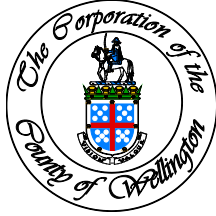
**This position offers an hourly range of: \$24.45 to \$28.60 (2019 Non-Union Compensation Grid).**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #001-19** by **Thursday, January 17 at 4:00 pm.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Assistant Branch Supervisor	<b>Reports to:</b> Branch Supervisor
<b>Department:</b> Library	<b>Positions Supervised:</b> >3
<b>Effective:</b> July 2002	<b>Revised:</b> November 2018

### **BASIC FUNCTION:**

This position reports to the Branch Supervisor and is responsible for assisting in the day-to-day operations of the Library Branch. Duties include, but are not limited to, working at the circulation desk, providing reference and reader's advisory, planning and delivering children's programmes, shelving library materials and assisting with all other branch activities as required

### **PRINCIPAL RESPONSIBILITIES:**

Under the guidance of the Branch Supervisor the Assistant Branch Supervisor has the following duties and responsibilities:

- Plan, promote and deliver children's programmes, including story time, school visits, summer programmes, book clubs and special events.
- Assist library users of all ages with computer use, internet searches and locating materials in the branch.
- Sign out and check in library materials, shelve returned books and keep shelves neat and organized.
- Ensure the efficient circulation of library materials and follow established overdue procedures.
- Assist users in the effective use of the interbranch/interlibrary loan systems.
- Recommend to the Branch Supervisor the selection of various titles.
- Promote library services to local residents and organizations.
- Provide guidance to Page staff in the absence of the Branch Supervisor.

### **PROBLEM SOLVING RESPONSIBILITIES:**

- Deal with problems associated with overdue system.
- Define, answer and refer reference and information requests.
- Troubleshoot simple computer problems.

## **CONTACTS:**

### **Internal:**

- staff at all levels

### **External:**

- library clientele including children and parents
- county library and municipal staff
- various area municipalities, school boards, community groups, general public

## **MINIMUM QUALIFICATIONS:**

- Two year college diploma in Library Techniques.
- Minimum one year of experience or equivalent in a public library setting.
- Strong computer and Internet skills.
- Strong organizational and communication skills with emphasis on flexibility.
- Experience planning and delivering children's programmes.