



## **Township of Douro-Dummer Public Library Job Description**

**POSITION TITLE: Library Assistant**

**DEPARTMENTS: Library**

**REPORTS TO: Library CEO**

**DATE REVISED: March 2026**

### **POSITION SUMMARY**

Under the direction of the Library CEO, the Library Assistant is responsible for providing excellent service to library patrons through a variety of duties including circulation, readers' advisory, interlibrary loans, cataloguing, active programming and outreach, and other tasks as required.

### **RESPONSIBILITIES**

- Perform all opening and closing procedures for the library and service desk
- Maintain service/circulation desk operations as required (including check-ins, check-outs, new patron registration, calling patrons with overdue materials or holds availabilities, interlibrary loan requests, etc.)
- Reconcile cash transactions (donations, fundraising sales, etc.)
- Respond to patron requests (in person, by phone, and email) regarding the library and its services
- Provide readers' advisory, reference services, and assist users with technology and computer access
- Work on the physical maintenance and upkeep of the collection, including shelving on a regular basis, shelf-reading as necessary, and general tidying of all areas of the library
- Process and catalogue new and donated materials acquired by the library
- Assist with collections maintenance including weeding
- Manage and process the library pool items (large print pool and DVD pool) and

- manage communication with partner libraries on the pool rotation
- Develop and deliver library programming
- Assist with social media management by creating program posters, event calendars, newsletters, and social media posts
- Perform outreach at local events and in local schools, deliver home library services as required
- Manage interlibrary loan program and process incoming/ outgoing items
- Work in compliance with the Occupational Health and Safety Act, WHIMIS and other applicable guidelines
- Assist with ensuring that building and adjacent grounds are kept in a clean, neat, and tidy condition
- Assume duties of CEO in her/his temporary absence which may include supervision of other staff and volunteers, and include errands such as visiting the mailbox
- Perform other duties as required

Other Duties:

- Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information Officer
- Adhere to the Occupational Health and Safety Act and the Township Health and Safety Policy
- Perform other related duties as required

**WORKING RELATIONSHIPS**

Internal:      Library Staff  
                   Library Volunteers  
                   Township Staff

External:      Ratepayers                      Government Agencies  
                   General Public                    Vendors

**KNOWLEDGE, TRAINING AND QUALIFICATIONS**

The incumbent must possess and have proficient knowledge of the following (or the willingness and ability to obtain):

- Minimum 12-months related experience in a customer service setting
- Ontario Secondary School Diploma; post-secondary education preferred
- Proven ability to work with Microsoft 365 and common social media platforms
- Valid class G driver's license
- Library Technician Diploma or MLIS is an asset

## **SKILLS AND COMPETENCIES**

- Strong organizational and clerical skills
- Customer service acumen
- Ability to troubleshoot and problem solve independently and work collaboratively as part of a team
- High level of technology and critical information literacy
- Strong design skills and the ability to create visual content that meets a brief
- Excellent oral and written communication skills
- Exceptional attention to detail
- Ability to prioritize tasks
- Time management skills

## **WORKING CONDITIONS**

Typical climate-controlled office environment with standard weekday office hours, including some evenings and weekends. Work activities require visual and mental concentration for intermediate durations of time. Extended periods of time spent working on a computer. Occasional lifting and carrying of items weighing less than 30 lbs (i.e. boxes of books).

*Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident, or operational requirements.*

*We are committed to fostering an inclusive and accessible workplace. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA), accommodations are available for applicants with disabilities throughout the recruitment and selection process.*

*If you require accommodation during any stage of the hiring process, please inform us and we will work with you to meet your accessibility needs.*