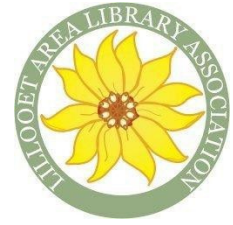


Lillooet Area Library Association



Job Description: Library Assistant

Summary: This position is the assistant to the Library Director. The main responsibilities are in patron service, program development and delivery, marketing, information technology support, and general administrative support. It is for 30 hours a week, starting at \$25/hour and includes health benefits. There is the potential to increase hours with grants for special projects.

The Lillooet Area Library Association is seeking a person interested in staying with the organization long term. This position is on track for promotion to Library Director. It is offered as a one-year contract, with the expectation to become permanent full time upon a successful year.

This position is a leadership role and requires enthusiasm for the Lillooet Area Library Association (LALA) Mission, Vision, Values and core services. LALA provides library services to residents of the District of Lillooet, Squamish Lillooet Regional District (SLRD) Areas A and B, and the six Northern St'át'imc communities T'it'q'et, Ts'al'áh, Se'kelwas, Xwisten, Xaxli'p and Ts'k'way'laxw. We operate three branches in Lillooet, Gold Bridge and Shalalth (Ts'al'áh). We provide outreach services to communities without a branch.

Successful applicants will be interested in developing new skills, sharing knowledge, listening, living in a rugged rural community, helping to guide and develop an innovative public library, serving through challenging times.

Lillooet is small, culturally diverse community, located in unceded St'át'imc Territory. It is surrounded by wilderness and hosts a wide range of outdoor recreational activities. There is a farmer's market, recreation centre, pool, hospital, winery and other amenities. There are many opportunities to get involved in the community. There are several professional opportunities open in the area, if interested applicants have a partner, they may find their own great job here!

Please read the LALA Annual reports to the B.C. Libraries Branch for more information about the communities we serve and the facilities we operate.

Duties and Responsibilities

Direct Patron Service

- Must be able to perform all circulation and patron service duties as required, to cover staff illness, holidays etc.
- Provide reference services, invigilation and other special assistance to patrons as required

Programming

- Deliver weekly Youth program at the Lillooet Public Library

- Liaison with local children and youth organizations to cooperate and provide programming and outreach services for preschool and school aged children
- Assist outlying Branch Librarians to plan and deliver special programs for children, youth and adults
- Assist Library Director in the planning and delivery of events and programs for adults
- Assist in the development of training programs for patrons and staff

Marketing

- Oversee social media and print advertising for all library programs and services
- Develop outreach programs and materials to increase knowledge and use of library resources

Information Technology Support

- Act as system administrator on Sitka ILS
- Run reports as required on Sitka ILS for gathering statistics, ILS maintenance and collection maintenance
- Assist and train staff to use library software
- Perform basic equipment maintenance and resolve routine hardware and software problems
- Log support tickets with Sitka IT Support when required through approved reporting channels
- Work with the Library Director to prepare for system upgrades and other IT related projects

Collection Management

- Assist the Library Director with the maintenance and development of the collection
- Develop plans for special collections; art, tools, explorer kits.

Administrative Support

- Assists the Library Director with the annual and long-term planning of library services in accordance with the Strategic Plan
- Assist the Library Director as required with financial management and general bookkeeping duties
- Assist with the preparation and processing of payroll
- Assist with the preparation of monthly statistics

Required Education and Experience:

- Library & Information Technology Diploma or its equivalent
- Experience in a library or similar public service environment
- Supervisory and leadership experience

Required attributes/ knowledge/ physical demands

- Passion to deliver excellent patron service
- Enthusiasm for libraries, literacy and community
- Strong organizational skills and attention to detail

- Knowledge of automated library systems and public library operations
- Good interpersonal, communication, organizational and time management skills
- Competent and able to provide direction to patrons with questions about Microsoft Office and browser applications
- Demonstrated cultural awareness and sensitivity, ability to work effectively in diverse cultural settings, specifically First Nations communities
- Ability to work in a flexible and changing environment; including adapting to changes in responsibilities and duties
- Ability to establish and maintain effective working relationships with staff and public
- Ability to use judgment in the application of library policies and procedures
- Understanding of internet protocols and intermediate internet search skills
- Criminal record check required every 5 years
- Ability to lift and carry up to 25 pounds
- This position requires extensive computer work, both standing and sitting
- Driver's license required

This posting is open until filled. Only applicants eligible for an interview will be contacted.