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## Position Vacancy: Library Assistant 3

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***Great City, Great Work, Great Future!***

DEPARTMENT:	<b>Library</b>	STATUS:	<b>Fulltime</b>
NO. OF POSITIONS:	<b>1</b>	UNION:	<b>CUPE, Local 387</b>
HOURS OF WORK:	<b>35 hours/week*</b>	SALARY:	<b>\$44,432 to \$52,194 annually</b>

The New Westminster Public Library has an exciting opportunity for a Library Assistant 3 to join our permanent staff team. The Library Assistant (LA) 3 works with the LA4 and under direction of the Manager of Public Services in the training and supervision of library assistants and shelving staff. You would be responsible for the smooth operation of circulation desk functions in the absence of the LA4 by responding to customer concerns, overseeing circulation activities, and troubleshooting building and equipment issues. As an integral part of the circulation team you would review and make suggestions for improvements to circulation desk procedures, communicate with other circulation and public service staff in a professional and timely manner, and participate in planning and successfully implementing changes or additions to library services.

This position also includes off desk duties that support the circulation department, including providing excellent customer service; regular public service desk shifts where you will assist patrons find, borrow, or reserve library materials; and using tact and discretion to resolve patron issues and explain library policy; and the supervision of auxiliary library assistants and shelvers.

Assigned off-desk duties may include, but are not limited to, processing interlibrary loans, maintaining displays, monitoring and refreshing supplies, or providing clerical support for library acquisitions.

You would also assist the LA4 with scheduling, maintain equipment in operational order, maintain and update records, compile statistics, prepare reports, and other related duties.

### Requirements include:

- Completion of Grade 12.
- 3 years' experience working in a public library
- 1-3 years supervisory experience preferred
- Ability to communicate effectively and courteously with staff, supervisors, and the public.
- Ability to provide direction and leadership.
- Ability to approach tasks thoroughly and efficiently.
- Excellent work habits such as time management, effective organizational skills, and the ability to manage multiple tasks and responsibilities to completion.
- Demonstrated ability to use Microsoft desktop applications such as Word and Excel with a high degree of efficiency.
- Experience working with Horizon, including a good understanding of, and ability to search bibliographic and membership records.
- Comfortable using internet-based resources, and possess a general understanding of databases.
- Library Technician Diploma or course work in Library services desirable.

***\*The typical work week for this position is Tuesday to Saturday with one evening shift, but this may change to help cover vacation leaves and other staff shortages.***

Apply by sending your resume quoting **competition #17-110** to the New Westminster Public Library via email only to: [resumes@nwpl.ca](mailto:resumes@nwpl.ca) by August 25, 2017.

*We thank all applicants in advance; however, only those selected for an interview will be contacted.*

*The City of New Westminster is committed to employment equity.  
We welcome diversity and encourage applications from all qualified individuals.*