I. Position Summary
Under the general direction of the Assistant Circulation Supervisor, Community Librarian, Department Supervisor performs basic and routine tasks in a branch library.

II. Accountabilities
1. Sorts, organizes and otherwise prepares library materials for shelving according to established library procedure.
2. Retrieves and shelves materials as required; shifts materials on shelves as needed; clears abandoned materials from public areas.
3. Assists with the preparation of routine displays of library materials. May be asked to help set up displays for seasonal events/holidays and the preparation of library spaces for public events and presentations. These duties are completed when time allows.
4. Performs shelf reading activities to ensure books are shelved properly, correcting errors as they are found, and keeps an accurate record of this activity.
6. Answers directional questions and refers informational questions to appropriate staff.
7. Tidies public area of library as required.
8. Pull lists.
9. Performs other duties and projects as assigned under specific supervision.

III. Working Conditions
Works in a branch library environment. May have contact with the public. May deal with interruptions from public. Handles book bins and loaded book trucks. Required to list and push heavy objects.

IV. Job Specification
a. Education
Full-time attendance at either a high school or post secondary educational institution.
b. Related Experience
None required
c. **Other Requirements**

- Must qualify for a social insurance number.
- Ability to follow written and verbal instructions.
- Aptitude for detailed work.
- Demonstrated ability to accurately file numerically and alphabetically.
- Conscientious work habits.
- Punctual, reliable.
- Ability to communicate with courtesy, tact and interest with staff and all sectors of the public.
- Physically ability to handle book bins, boxes of books and loaded book trucks.
- This position requires a current Criminal Record Check.

**Drafted by:**

Carla Phillips, Director of Human Resources  
Signature  
Date

**Approved by:**

Stephanie Hall, Chief Executive Officer  
Signature  
Date

**INPUT PROVIDED BY:**

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Jinxz Pollard Flamand</td>
<td>Library Page</td>
<td>Kelowna</td>
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<td>Eli Garlick</td>
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<tr>
<td>Robert Marolla</td>
<td>Assistant Circulation Supervisor</td>
<td>Kelowna</td>
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<tr>
<td>Vicky White</td>
<td>Community Librarian II</td>
<td>Oliver</td>
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<td>Nicole Cabrejos</td>
<td>Assistant Circulation Supervisor</td>
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