



FORT FRANCES PUBLIC LIBRARY TECHNOLOGY CENTRE

Position: Summer Student Library Assistant – Technology

Classification: Management/Non-Union

Reports To: Chief Executive Officer

Date: March 2018

Prepared by: Caroline Goulding

POSITION SUMMARY:

The Summer Student Library Assistant – Technology will be responsible for running technology programming within the Library. They will offer workshops and programs around the use of our technology resources at the Library and out in the community. They will assist with other Library duties as necessary.

The position is for 35 hours/week for 8 weeks at a rate of \$14.00/hour. The preferred start date is June 18, 2018. A resume and cover letter should be emailed to:

Caroline Goulding
CEO, Fort Frances Public Library Technology Centre
cgoulding@ffpltc.ca
601 Reid Avenue
Fort Frances, ON P9A 0A2

DIRECTION RECEIVED

The Summer Student Library Assistant – Technology will operate under the direct supervision of the CEO. They will meet with the CEO weekly to discuss progress towards their work goals and for mentorship. They will receive functional direction from the IT Coordinator.

DIRECTION OF OTHERS:

This position is without supervisory responsibilities.

AREAS OF RESPONSIBILITY:

Technology Programming

- Plans, promotes, and implements technology programming in the Library and the community
- Work with established community partners to offer joint programming
- Write a final work report detailing their activities
- Offer one-on-one technology appointments to community members

General Duties

- Performs circulation duties as necessary; checking out library material, discharging items, processing and renewing member registrations, shelving returned material, shelf-reading, taking

hold requests, collecting fees and fines, taking registrations for programs, booking meeting rooms, assisting with photocopying, faxing and printing

- Instructs and assist library patrons in the use of the internet, numerous software applications, online databases, and downloaded content
- Troubleshoots a variety of personal electronic device problems for patrons including smartphones, tablets, and laptops
- Responds to patron questions and situations in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization
- Assists patrons in locating material and information in the library, on the internet, and in the Library's e-Resources
- Assists individuals and groups utilizing conferencing and presentation equipment including, Smartboards; as well as providing assistance with adaptive technology and software
- Demonstrates a positive attitude and supports library goals and objectives
- Obligated to protect the privacy of library patrons who may be borrowing material dealing with confidential issues
- Print 3D models using the 3D Printer for patrons as a part of the Quick Print service model
- Performs other duties as assigned

EDUCATION AND SKILLS:

- Experience with offering programs and services to seniors.
- Strong computer skills
- Strong customer service skills
- Able to work independently and complete assignments with minimal supervision
- Ability to multi-task
- Ability to quickly learn and adapt to new technologies and initiatives

ELIGIBILITY REQUIREMENTS:

- Currently enrolled full-time in school with plans to return in the Fall, preference will be given to those candidates in the post-secondary fields of library studies and/or IT
- Between the ages of 15 and 30
- A Canadian Citizen, permanent resident, or has been conferred refugee protection

EFFORT

Online circulation duties require continuous concentration for moderate to prolonged periods. Requests from patrons and telephone answering duties continually interrupt attention spans for short periods. Critical demands relate to increased workload when staff is absent.

Working conditions regularly involve a degree of mental stress and physical strain with the possibility of prolonged periods with irregular breaks in an open and shared environment. Major continuous physical demands are related to combined muscular and sensory strain for long to prolonged periods while shelf reading, shelving material and standing to provide counter service. Online circulation duties require continual sensory strain for long to prolonged periods. Frequent muscular exertion is required to carry and transport boxes up to 22.675kg.

WORKING CONDITIONS:

- A typical work week consists of 28-42 (FTE= 35) hours and requires regular weekend and evening

work, in order to ensure programming and staffing requirements are met

- Works in a computerized public service environment
- Out-of-town travel is rare and relates to training opportunities.
- 95% of the average workday is spent indoors in open areas; outdoor duties include home deliveries and other errands.
- Exposure to work-related hazards is related to the constant exposure to germs and infectious diseases through direct contact with patrons.
- Risk of falling from heights of under 5 feet is encountered while shelving books and while shelf reading.
- Risk of exposure to potentially dangerous or abusive people entering the library. Recognized areas of higher risk of potential for workplace violence include: public or community contact, working alone or in small numbers, handling cash, working late nights, secondary entrances, and working in an area of higher crime.
- Some element of personal risk involved in the performance of these duties