Library Assistant Phase IV

St. Thomas More College (STM) is a federated Catholic college of the University of Saskatchewan (U of S). The library collection, of 52,000 volumes and 150 periodicals, directly supports the teaching and research academic program of the College through materials acquisition, information literacy relating to research skills training, and reference service. It is also a resource for the general public, specifically those interested in Catholicism, providing academic service to all over 70 hours per week.

**Salary:** $3,239.60 - $4,374.07 per month. We provide a competitive salary commensurate with training and experience and offer a comprehensive benefits package.

**Hours of Work:** 5/5/4 Compressed work week: Monday to Friday – averages 35 hours per week.

**Primary Purpose:**
*Reporting to the Library Director, this position supervises the casual student desk assistants and coordinates the central library functions of circulation, reference, reserve, serials and bindery in the Shannon Library, ensuring that there is essential teaching and research support for faculty, students and staff.*

**Nature of the Work:**
- Work is of high volume, with peak periods of January and September.
- Must work under tight timelines (student and faculty circulation and research demands, timesheets, serials, inventory, bindery, reserves).
- Work is subject to constant interruption from students, casual desk assistants, faculty, and staff.
- Works in an environment where there is ambiguity, change and shifting priorities.
- Works in an environment of continuous change (in the work itself and/or the work setting, technology, equipment, tools, etc.).
- Multi-tasking is required to cover the variety of library tasks needing to be done.
- Judgement and decision making required following established procedures and guidelines.
- Judgement required in addressing confidential information requests and materials appropriately and with discretion.
- Judgement requires discretionary decision making which impacts programs, services and operations, etc. of STM Library and College.
- Judgement required in the participation on U of S Library committees where decisions and implementation has impact and/or creates change on a university-wide basis.
- Impact of decisions may directly affect faculty, students or the U of S Library, and/or its programs/services.
- Establishes and maintains the level of professional relationships that support exceptional collaboration and problem solving.
- Builds working relationships with various stakeholders including students, faculty, staff, and the larger Catholic community.
- Work requires administering library systems.
- Work requires some exposure to allergens such as dust, mildew, etc.
Accountabilities:

**Finance/Budgets/Resources**
- On behalf of the Library Director, verifies Library invoices and student desk assistant time cards for payment of wages.
- Provides information and support to the Library Director in areas of budget planning, e.g., student salaries, records for books/materials/subscriptions/supplies.
- Under the direction of the Library Director, represents STM Library on U of S Library Public Services Operations Committee (PSOC).
- Ensures U of S Library Circulation Policies are maintained at STM, to meet STM-U of S catalogue services contract requirements.

**Client Services**
- Ensures library users are treated courteously, provided with accurate information sources, and advised about the programs and services of STM Library.
- Ensures library services meet changing needs and demands.
- Ensures library services meet high quality service standards.

**Communication/Relationships**
- Communicates effectively providing service to internal and to external clients including students, faculty, staff, the University and Catholic community.
- Informs appropriate individuals of emergencies and developments in a timely manner.
- Works collaboratively with the Library Director in planning successful events that increase the profile of the library.

**Administration**
- Provides appropriate, timely and accurate information, statistics and/or research to Library Director on internal and external issues.
- Implements and maintains relevant library patron and resource systems and databases.
- Produces quality documentation of STM Library and PSOC Library committee meetings, committee minutes and written responses to requests in order to ensure accurate record keeping and to reduce potential liability.
- Collects and processes mail daily.

**Human Resources**
- Recruits, trains and supervises casual student desk assistants.
- At the request of the Library Director, participates in developing and implementing appropriate supervisory controls (e.g. Library staff Handbook, etc.) ensuring objective and consistent employee relations standards are met.
- Effectively outlines expectations to casual staff, provides quality coaching and monitors staff performance to ensure quality library service for patrons.
- Daily scheduling, supervision and mentoring at various levels for casual library staff.
- Deals with casual staff issues as requested or required.
- Provides reference letters and referrals as directed.
- Supports diversity within the College
Enables Research, Teaching and Scholarly Activity

- Assists faculty, staff and students with training and education to ensure that research needs and information requests are met, and appropriate resources discovered.
- Provides access and timely delivery of library materials for inter-library loans.
- Guides and instructs students, faculty members and staff, regarding interpretation and implementation of policies (e.g. copyright laws) and procedures to ensure consistent library standards are met.
- Provides assistance and instruction about library resources to the broader Catholic community.
- Monitors the reliability, performance, integrity and security of servers enabling smooth access to networks on campus and seeks information technology assistance when appropriate.
- Manages circulation services by creating work schedules, maintaining daily communications, updating procedures manual, encouraging a pleasant work environment, sending fines payments and processing interlibrary loans.
- Manages reserves, communicates with faculty and students, enters items on circulation/catalogue modules.
- Manages stacks, shelf reading and maintains inventory.
- Manages serials acquisitions, renewals, payments and bindery.
- Supervises reference and computer lab services.

Risk Management

- Demonstrates sound judgement and communicates issues to the Library Director to reduce risk in assigned work.
- Demonstrates due diligence when dealing with cost and financial related work (e.g. invoice verification, paying attention to process controls for handling cash payments for fines, verification of time sheets, Petty Cash, etc.)
- Complies with policies and procedures relating to safe and secure monitoring of valuable Library Assets.

Project Management

- Provides special project support to the Library Director (such as large book donations weeding, library renovations, etc.).
- Performs other duties as assigned.

Qualifications:

Education:

- A two-year library and information technology diploma from a Polytectnic institute is required.
- A university degree with subject specialization is preferred.

Experience:

- Two or more years of directly related library experience including (but not limited to) circulation, reference and bibliographic searching, and use of automated library systems, preferably SIERRA.
- Previous university library experience.
- Previous supervisory experience.
Knowledge, Abilities and Skills:

- Knowledge of university library core systems (Sierra, Circulation, Serials, SSAM, etc.; UWHO, PAWS, CPAS, etc., and other business systems as required).
- Effective interpersonal and communication skills, both written and verbal.
- Proficient working knowledge of computer programs (e.g. Microsoft Office).
- Full understanding and working knowledge of the national, provincial or regional statutes, regulations, codes, legislation, collective agreements, etc. that relate to the job.
- Demonstrated ability to work with the public at a high level of professional service.
- Superior analytical and problem solving abilities.
- Demonstrated ability to work independently and to organize work under considerable pressure.
- Demonstrated ability to make sound decisions when unexpected situations arise.
- Physical ability to perform moderate physical labour.
- Proven ability to work effectively as a team member.
- Ability to work in close physical proximity to others.
- Ability to work and maintain an optimistic attitude in changing environments, with many interruptions, and under stressful and demanding circumstances.
- Ability to pay a high level of attention to detail.

Application: Interested candidates should send a resume plus the names of three (3) references to Dr. Donna Brockmeyer at St. Thomas More College, on the University of Saskatchewan campus at 1437 College Drive, Saskatoon, SK S7N 0W6 or Email: donna.brockmeyer@usask.ca. Applications will be reviewed as they are received and will continue to be accepted until the position is filled.

St. Thomas More College is an equal opportunity employer, committed to Employment Equity. Members of Designated Groups (women, Aboriginal people, people with disabilities, and visible minorities) are encouraged to self-identify on their applications.

Only those invited for an interview will be contacted.