**University of Victoria**  
**Cupe Local 951 Position Description**

<table>
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<tr>
<th>JOB: Library Assistant/PB2</th>
<th>TITLE: Circulation Assistant, Casual</th>
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<td><strong>DEPARTMENT:</strong> UVic Libraries – Academic Commons, Circulation</td>
<td><strong>POSITION NO:</strong> 992282</td>
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<td><strong>SUPERVISOR:</strong> Stack Maintenance Supervisor</td>
<td><strong>LAST UPDATED:</strong> January 2018</td>
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**SUMMARY:**
Reporting to the Stack Maintenance Supervisor this position works as a member of the Circulation Services team and performs routine stack maintenance library tasks and assists with major projects following established procedures. Work is planned and scheduled by the supervisor and checked for accuracy and successful completion.

This position requires lifting, bending, reaching, pushing and carrying weights over 10 kgs (22 lbs.)

The Casual Circulation Assistant is required to work varied day, evening and weekend shifts (library hours of business 7:30am - 11:00pm) on an on call and as needed basis. This position works in one of several library work areas.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. **Responsibility:** Performs routine stack maintenance tasks and assists with major projects.

   **Duties:**
   - Redistribute materials on shelves to accommodate re-shelving of library materials
   - Applies correct ergonomic and safety procedures
   - Accurately sorts and shelves material in correct call number sequence
   - Reads call numbers of library material to ensure the collection is kept in good order
   - Performs other tasks similar in scope and complexity as required

2. **Responsibility:** Contributes to effective unit communication

   **Duties:**
   - Practices professional, respectful communication within the unit and with other library units
   - Communicates within the unit using established methods of communication
   - Communicates with supervisor and other team members to maintain a safe, productive, and functional working environment
   - Follows daily task schedules and collaborates with co-workers and senior staff to adjust own daily tasks
   - Maintains awareness of current emergency procedures
**REQUIRED QUALIFICATIONS:**

**Skills:**
- Ability to communicate effectively with library users and staff
- Ability to accurately follow verbal and written instructions
- Ability to work cooperatively in a team as well as independently
- Ability to learn typical library routines
- Ability to maintain accuracy while performing repetitive tasks, some of which may be physical or require concentration

**Specialized Knowledge/Education:**

Familiarity with academic library setting is an asset

**Experience:**

Minimum of 6 months prior work experience

Experience working in libraries and higher education is an asset.

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<td>Supervisor’s Signature:</td>
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