

## **Library Assistant II**

This is a posting for a permanent, full time Library Assistant II position with an anticipated start date of September 3, 2026. Hours will vary, but will include daytime, evening and weekend hours. This is a simultaneous internal and external posting with priority given to qualified internal applicants.

The current job description is attached which outlines the duties and qualifications required. The home department for this position will be Adult Services. There will be an emphasis on planning and running programs. This position will also be cross-trained in Youth Services with the expectation of occasionally covering storytimes and class visits.

Hourly rate effective January 1, 2026:

- Start rate: \$28.16
- Job rate: \$31.29

**Deadline: Friday, August 14, 2026**

If you are interested in this position, please apply with a letter of application outlining your education and experience to Keith McLean at [keithm@shortgrass.ca](mailto:keithm@shortgrass.ca).

**Job Title: Library Assistant II**

### **General Description**

The Library Assistant II's primary responsibilities are to respond to user information needs through the use of their information retrieval skills and their knowledge of research tools, and to increase awareness and use of the library and its services. Library Assistant IIs work at the information service points in the library: the Information Desk, the Non-Fiction Kiosk and/or the Children's Kiosks. Library Assistant IIs should be able to conduct searches of both the library's catalogue and online databases, register new members, perform circulation duties, and mentor and provide guidance to Library Assistant Is, Circulation Assistants and Pages. It is the responsibility of Library Assistant IIs to keep their library skills current and to familiarize themselves with new print and electronic resources in order to better serve the public's information needs.

## **Organizational Relationships**

A Library Assistant II reports to the Head of his/her home department and provides guidance, instruction, and assistance to Library Assistant Is. This position may provide guidance, instruction and assistance to Circulation Assistants and Pages as directed by the Manager of Circulation Services. A Library Assistant II must be able to work independently and as part of a team.

## **Major Duties and Responsibilities**

- Public Library Service
  - Responds to reference and readers' advisory requests from the public relating to the varied library collections, utilizing the reference interview, information retrieval skills and readers' advisory tools
  - Assists and instructs the public in using the library's resources such as the online catalogue, adaptive software, electronic databases and locating material on shelves
  - Develops and presents public programs under the guidance of the Head of his/her home department
  - Manages public Internet and adaptive computers / equipment, microfilm scanners, and all related software which may include instruction, monitoring, troubleshooting, minor maintenance, etc.
  - Partners with outside agencies where directed by the Head of his/her home department
  - Registers new library members and may assist in membership queries such as placing holds on items and renewing items
  - Acts as initial public contact for directional and general library enquiries whether in person or by phone
  - Participates actively in roving reference
  - Performs monetary transactions
  - Gathers and records statistics
  - Is responsible for self-training on library electronic resources and reference materials and participates in training sessions as required

- Other duties as assigned such as assisting patrons with the self-check units, assisting circulation assistants at the check-out desk, participating in morning shelf-reading activity, serving on a staff committee, recording minutes, rental of audio visual equipment, writing receipts, and selling/distributing tickets or library merchandise.
- Library Collection
  - Contributes to collection management as assigned by, and under the guidance of, the Head of his/her home department
  - Extends the library collection through the use of interlibrary loans. May perform some or all stages of the interlibrary loan process
  - Develops and distributes publicity material

### **Knowledge, Abilities and Skills**

- Proficient in verbal and written English (required)
- Excellent communication skills (required)
- Excellent interpersonal skills (required)
- Proficient in basic math (required)
- Keyboarding skills and ability to work in a windows environment (required)
- Mature judgement, initiative and decision-making skills
- Public speaking skills
- Knowledge of all library collections – print, audio-visual, and electronic
- Ability to conduct reference interviews and carry out effective search methods
- Ability to conduct readers' advisory and utilize readers' advisory resources
- Competence in searching electronic media such as the internet, online catalogue, electronic databases, etc.
- Knowledge of computer software applications as relevant to the position
- Knowledge of library services, structure, policies and procedures
- Thorough understanding and competence in use of the circulation module of the library management system
- Ability to adapt to new technologies and procedures

## **Physical Requirements**

- Sit at a computer for periods of time
- Crouch, kneel or stoop for short periods of time
- Fine and coarse motor skills
- Good hand/eye coordination
- Lift weights up to 5kg.
- Reach above head to access shelved materials

## **Minimum Required Training and Experience**

Completion of Grade 12 advanced diploma

AND

Completion of a Library Technician diploma from a recognized institution

OR

Current or former Medicine Hat Public Library employees with recent work experience at the Library Assistant II level and positive performance appraisals at this classification may be considered as equivalent to the stated educational requirement.

AND

A valid Class 5 Alberta Driver's Licence

## **Salary Range**

In accordance with CUPE Local 46, Library Bargaining Unit and Library Board Collective Agreement.

## About Medicine Hat

The City of Medicine Hat is home to around 68,000 'Hatters' and boasts an average of 330 days of sunshine and over 150 kilometers of trails to enjoy outdoors. We also hold the Guinness Book of World Records title for Largest Chess Set. Medicine Hat has a vibrant arts community (painters, potters and writers oh my) and is home to the Medalta Historic Clay District.

From JazzFest to the Medicine Hat Exhibition and Stampede there's something for everyone in the Hat. If you like freshly brewed coffee you're in luck; more of a beer aficionado or looking to taste some local handmade spirits - we've got you!

Did you know Rudyard Kipling once visited Medicine Hat? He described us as having all hell for a basement due to our rich natural gas supply which is celebrated in a song about our community by Big Sugar as well as the moniker for one of our local breweries.

You can learn more about Medicine Hat by visiting Tourism Medicine Hat at

<https://www.tourismmedicinehat.com/>

or the City of Medicine Hat at: <https://www.medicinehat.ca/>

## About the Library

Medicine Hat Public Library overlooks the South Saskatchewan River and is walking distance to downtown coffee shops, cafes, and restaurants. The Library includes a developmental play space and 150 seat theatre. As the City's only public library we welcome everyone and firmly believe that empathy is the foundation of a respectful community and a great library.