

Position Title	Library Assistant	Classification	Grid Level 9
Department	Legislative Library		
Reports to	Library Technician	Date Updated	October, 2026

PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

DEPARTMENT SUMMARY

The primary purpose of the Legislative Library is to provide information and research services to the Members of the Legislative Assembly, caucus staff, Assembly staff, statutory offices, and provincial government researchers. The library is also open to the public. Library staff answer reference questions, build and maintain the library collection, and produce information products. The Legislative Library operates under the authorities listed above, as well as the Legislative Library Act.

POSITION SUMMARY

Reporting to a Library Technician, the Library Assistant undertakes duties related to acquisitions, cataloguing, circulation, reference and other library operations. The Library Assistant also participates in the development of library plans, policies, procedures and initiatives.

KEY RESPONSIBILITIES

- Provides reference support and other library services, regularly produces reference products including the creation of media monitoring products, and ensures clients have timely access to library collections.
- Maintains access to the physical collection by processing and preparing materials for use and circulation, creating, modifying, and deleting copy and item records, binding items for collection for permanent retention, and picking up physical items for the collection from local vendors.
- Creates and modifies metadata records, searches for and modifies derived records for local use, and ensures compliance with a variety of established library standards.
- Creates and maintains serial and monograph item records and maintains serials within the Integrated Library System (ILS) including serial predictions, check-in, routing lists, holdings, and claims.
- Processes and distributes mail, retrieves and shelves library material, and keeps stacks and public areas orderly.
- Collects digital objects in a variety of formats using software tools and equipment to ensure the proper storage and preservation of material.
- Maintains print material and notifies preservation librarian when repairs are needed.

- Ensures goods are received as ordered and in good condition and updates acquisition records.
- Provides instruction on the use of specialized library equipment to clients and staff.
- Supports co-workers by ensuring work procedures are properly documented, cross-training as needed, and covering for other assigned tasks.
- Acts as Legislative Library representative on varying projects, responds to inquiries, escalates issues as appropriate, and provides guidance and interpretation.
- Assists with circulation duties.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC

Deputy Clerk of the Legislative Assembly

Director, Legislative Library

Reference Services Manager/Technical Services and Systems Manager

Library Technician

Library Assistant

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- A Library Technician Diploma plus at least one year of customer service experience, or an equivalent combination of education and experience.
- Experience working in a library is considered an asset.
- Experience with handling digital collections is preferred.
- Experience with Library Dublin Core and library cataloguing practices is preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of library systems and general library procedures, including cataloguing procedures and routine office practices.
- Knowledge of digital imaging and scanning.
- Knowledge of the maintenance and operation of photocopiers, microfilm machines and other library equipment, and their related software.
- Knowledge of library metadata standards like Resource Description and Access (RDA), Machine-Readable Cataloging (MARC) and Dewey Decimal Classification.
- Basic knowledge of the structure of federal, provincial, and municipal governments.
- Skilled at using automated library tools including library catalogues, remote databases, utilities, and cataloguing tools.
- Interpersonal and communication skills to interact with clients and address requests.
- Ability to work independently with minimal supervision.
- Strong attention to detail.
- Ability to communicate effectively both verbally and in writing.
- Ability to be adaptable and flexible to changing work demands.
- Ability to work within a team environment.
- Ability to exercise discretion and judgment and maintain confidentiality.
- Ability to lift and move boxes up to 30 pounds.

