



providing support to The Blue Mountains Public Library GLAM. The Co-Op will work primarily with BMPL staff and Governance Committees. This position will provide support on records management, finance, data base search and development, administrative supports to committees, capital campaign and recruitment of potential donors, and social media. Some evening and weekends will be required.

## Required Knowledge, Skills, and Experience:

The BMPL will train the co-op on specific tasks of the Administrative Assistant; however, the following list is inclusive for a successful Assistant:

1. As co-operative education position, the candidate must be enrolled in an approved co-op course from an accredited Office Administrative Program in Ontario (year 2 preferred);
2. Minimum keyboarding of 45 words per minute with 98% accuracy; 65+ per minute preferred.
3. Must have working knowledge of computers, Internet searches, and database searches;
4. Industry standard software such as MS Office Suite, Adobe, Canva;
5. Must be able to demonstrate strong customer service skills including conflict management, AODA and serving the vulnerable sector;
6. Must be able to demonstrate strong public relations skills, interpersonal, verbal and written communication skills including telephone adequate; and
7. The ability to demonstrate strong organizational skills with accuracy of work.
8. Experience in a public library and/or museum an asset, including paid or volunteer;
9. Experience with the Blue Mountains Public Library or Town of the Blue Mountains community is an asset.

## Information for Interested Candidates:

The submission deadline for applications is **4:30 p.m. on Thursday, April 8, 2021.**

**Salary Range: \$16.44 - \$18.40/hr (2020 Rate).**

**Full Time – 1 Position Available**

**Please quote the job number you are applying for within your application.**

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Personal information provided by the applicants is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection.

**We thank all candidates for their interest; however only those selected for an interview will be contacted.**

**Position Title:** Library Administrative Assistant Co-Op Placement  
**Reports To:** CEO  
**Job Grade:** Co-Op Grade

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### Position Summary

- The Administrative Assistant Co-Operative Education placement, herein referred to as “Co-Op”, is responsible for providing support to The Blue Mountains Public Library GLAM (gallery, library, archive & museum).
- The Co-Op shall work with BMPL staff, BMPL Governance Committees, TBM staff and TBM committees as a resource.
- This position, while reporting to the CEO, may also have direct supervision by each of the manager and committee chairs as this position will provide support to a variety of sectors within the organization.

### Key Duties and Responsibilities

- BMPL is uses a TOMRMS style e-files.
  - Digitize & file in approved naming conventions;
  - Reorganize born digital files;
  - Assist in the updating of Records Management Retention Program; and
  - Identify paper, born digital, and digitized files for destruction.
- Support the Board Committees and designated other committees pertaining to the Strategic Plan implementation.
  - Complete Minutes and transcription of meeting notes;
  - Deliver agendas and produce packages for circulation;
  - Develop PPT and other documents for meeting use; and
  - Maintain strategic plan action plan activity reports.
- Support the Outreach and Capital Campaign needs of the BMPL
  - Complete Grants and Foundation search of Canadian database;
  - Develop donor database;
  - Support the development of the capital campaign marketing materials;
  - Produce letters of request based on research and template letters for submission; and
  - Contact, in person, by phone, and by email, potential donors.
- Marketing and Communication tasks:
  - Creation of fliers and advertisements via Canva;
  - Developing, scheduling and posting to social media (e.g. twitter, Facebook, Instagram, YouTube);
  - Production of the monthly BMPL e-newsletter (electronic); and
  - Maintain corporate website calendars.
- Digitization and records Management at Museum:
  - Opportunities to work on Museum Health and Safety project or labeling hazards.

- May have opportunities to job shadow or project in other sectors as an expanded co-op experience.

### **EDUCATION, SPECIFIC TRAINING, and RELEVANT WORK EXPERIENCE:**

The BMPL will train the co-op on specific tasks of the Administrative Assistant; however, the following list is inclusive for a successful Assistant:

1. As co-operative education position, the candidate must be enrolled in an approved co-op course from an accredited Office Administrative Program in Ontario;
2. Experience in a public library and/or museum preferred;
3. Minimum keyboarding of 45 words per minute with 98% accuracy; 80 per minute preferred;
4. Must have working knowledge of computers, Internet searches, and database searches;
5. Industry standard software such as MS Office Suite, Adobe, Canva;
6. Must be able to demonstrate strong customer service skills including conflict management, AODA and serving the vulnerable sector;
7. Must be able to demonstrate strong public relations skills, interpersonal, verbal and written communication skills including telephone adequate;
8. The ability to demonstrate strong organizational skills with accuracy of work; and
9. Experience with the Blue Mountains Public Library or Town of the Blue Mountains community is preferred.

### **JUDGEMENT and INDEPENDENT ACTIONS:**

The Co-Op is responsible for daily judgment and independent actions to a limit. Ultimately the CEO is responsible for all activities and managerial decisions within the organization. Direct Supervisors may also be accessed for decisions regarding judgment.

The Co-Op is responsible for remaining active throughout the day. The majority of judgment and independent actions by the Co-Op pertain to how to fill a shift with a variety of needs to the organization. These may be suggested or required by the CEO or Managers. Such judgments include:

- Order of activities within a day;
- Additional project tasks;
- Scheduling webinars or other free online training during off-desk time;
- K-boxing items and issues for repairs;
- Updating and Posting of pre-approved areas of the website;
- Placing office supply orders, within budget from vendor of record; and
- Contacting vendors for general inquiries and problem solving such as photocopier repairs, SOLS/OLS-N consortia resources, and library/museum vendor follow-up.

The Co-Op must seek approval for:

- Purchases of supplies outside of office admin supplies, or supplies from unapproved vendors;
- Working beyond schedule, overtime or lieu time banking/usage;
- Approval of contracting outside maintenance and repairs on building;
- Disciplining staff or volunteers; and
- Registering for training which includes registration fees, travel, or out of Library time.

## PROBABLE IMPACT OF ERRORS:

The primary impact of errors associated with the Co-Op position is as follows:

- **Confidentiality**—any staff who does not protect the records, data, internal documents and information of the Library, Museum or Gallery, and their patrons may cause a breach of confidentiality. This may result in injury to the patron, organization or legal action against the staff and organization.
- **Loss or Damage of Property**—any staff who is not vigilant on maintaining the premises and closing procedures of the facility may cause a loss of personal or library property. Any staff who does not follow the IT policies and remain vigilant for phishing and viral scams may be responsible for Town and Board irrevocable property damage.
- **Financial Loss**—any staff who does not properly safeguard the cash of the organization risks theft of petty cash and loss of revenue for the Library.
- **BMPL Reputation**—any staff who does not adhere to both standards and core documents of the organization may damage the reputation of the organization. This can impact community support and ultimately funding by the Town.
- **Discontinuity with the Actions of the Board**—Pertaining to awareness and familiarity with Organizational Documents, it is the responsibility of the Co-Op to review, question, and be mindful of the organization documents. Without knowledge of these documents, the Co-Op cannot complete their job properly, which will result in both poor practices and performance reviews. These include but are not limited to:
  1. Mission, Mandates, Vision, and Values;
  2. Core Competencies;
  3. Strategic Plan;
  4. Policies, Procedures, and Plans;
  5. Manuals;
  6. Board Annual Action Plan; and
  7. Operational Work Plan.

## SUPERVISION OR DIRECTION EXERCISED:

There are no staffing supervision responsibilities for the Co-Op. The Co-Op may be requested by the CEO or Managers to provide feedback for evaluation, discipline, or other reporting, but will not be required to complete these roles themselves. All staff have a primary responsibility to supervise the building, collections, property, and public. Any issues or concerns should be handled immediately with the CEO informed or requested for assistance, as well as the Police via 911.

## WORKING RELATIONSHIPS:

With the CEO

Receives direction and guidance on policy, brand and service model adherence regarding the daily operations of the Blue Mountains Public Library and direction of the organization.

With Direct Supervisor

Receives direction and guidance in providing professional services, administrative responsibilities regarding the daily operations of the Blue Mountains Public Library.

#### With Other Staff

Display and promote positive “Team Player” attitudes and actions. This includes positive communications with supervisors and other Town staff regarding ideas and initiatives to enhance the workplace improve policies, procedures and services. Promotes courtesy, cooperation and fosters a respectful work environment.

#### With External Agencies or Groups

Represents and promotes The Blue Mountains Public Library interests relative to library related initiatives; seeks advanced permissions, values, or statements from the CEO; seeks to develop sound professional working relationships.

#### With the Public

Represents and promotes The Blue Mountains Public Library interests in a courteous manner, provides information and advice as requested. This includes both on and off-shift, as the Co-Op is an identifiable representative of the Library throughout the community.

### **WORKING CONDITIONS:**

***Expected Working Environment***–The expected working environment of the Library, including potential hazards, are that of a public service, office setting. The Co-Op can expect the following, but not limited to:

- Meeting with and serving the public in a quick paced environment in person and via phone;
- Use of LCD monitor on PCs for an average of 80% of shift;
- Occasional lifting in excess of 20-40 pounds;
- Sitting for approximately 75% of shift;
- Walking between multi-level, non-accessible floors when on shift at the Craighleith Heritage Depot;
- Occasional offsite/outdoor major events including extreme heat/cold and contact with wildlife and toxic plants;
- Contact with difficult or stressful situations;
- Contact with difficult and aggressive patrons, which may include physical threats to self or others;
- Contact with community and patrons who may be intoxicated or on substances;
- Use of PPE as designated by the CEO and/or JHSC;
- Contact with unregulated general cleaning products (e.g. bleach), including those used in the disinfecting of high touch surfaces and materials;
- Contact with human biohazards including bodily fluids, virus and/or bacteria;
- Contact with contaminated sharps (e.g. Diabetic and/or drug use needles); and
- The need to follow Standard Operating Procedures designed to mitigate hazards, including adapting to changing circumstances.

**Appearance**—As the Co-Op, at any time customer service support may be required. Therefore, this position has the potential to become a face of the Library, Museum and Gallery, and the Co-Op should be professional in dress, appearance, and attitude. The Co-Op may participate in dress down days or dress down for task specific work (e.g. programming specific, heavy cleaning days), but be appropriately prepared for the workplace tasks of the shift. Name tags should be worn at all times when on shift. 2020 will include some 25<sup>th</sup> anniversary branded clothing requirements for specific shifts or events, which will be provided.

**COMMITMENT TO HEALTH & SAFETY:**

All employees must personally comply with, assume appropriate Internal Responsibility Systems, and compliance with all health and safety practices, standard operating procedures and the Occupational Health and Safety Act and Regulations. This includes completion of designated Health and Safety training.

**JOB DETAILS:**

- Hours of Work:** This is a Contract full-time position for the purpose of co-operative education and shifts will vary; Weekend and evening work may be required.
  
- Direct Reports:** 0
  
- Overtime:** Applies
  
- Driver’s License:** Recommended **Class:** At least G2 [Travel between branches, Town Hall, and Post Office is a plus].
  
- Approval:** *Approved January 7, 2018*  
*Amended July 8, 2020*