

## **JOB DESCRIPTION**

**Position:** Library Clerk

**Reports to:** Principal

### **Qualifications:**

- Post secondary education would be an asset
- Experience working in a school library
- Secretarial experience
- Ability to communicate effectively with staff and students

### **Characteristics:**

- Highly motivated self-starter
- Ability to work methodically, paying attention to detail
- Possess strong organizational skills
- Ability to communicate effectively with staff and students
- Team player, with good interpersonal skills

### **Task Dimensions:**

- Provides administrative support to the library. For example:
  - Maintaining daily statistics of use.
  - Entering and deleting computer entries from check-out desk
  - Shelving books and reading shelves.
  - Withdrawing routines.
  - Entering magazines received, and filing back issues.
  - Filing catalogue cards.
  - Making minor repairs to books.
  - Helping with displays
  - Processing new books.
  - Typing any reports, catalogue cards, letters, bibliographies and other communications as required supporting library services.
- Provides support to staff and students. For example:
  - Generating overdue lists for homeroom teachers or other staff.
  - Providing a library photocopy service.
  - Providing a film library service for teachers (i.e. ordering, receiving, organizing and returning films from external film libraries)
  - Assisting students and staff in the library.
- Complies with the Occupational Health and Safety Act and Regulations.
- Performs other related duties as required.