

# NORTH EAST SCHOOL DIVISION # 200



## **JOB DESCRIPTION**

**POSITION TITLE:** Library Clerk

**REPORTS TO:**       **Directly:**     **School Principal**  
                          **Indirectly:**  **Teacher Librarian**

### **Purpose:**

A Library Clerk issues and receives library materials, sorts and shelves books and provides general library information to users. They may also perform clerical functions.

### **Required Education, Knowledge, Qualifications and Experience:**

- Possess a Grade 12 diploma.
- Proficiency in the use of computers and software such as Microsoft Office, database systems, circulation and cataloguing in addition to other software currently used in the school division
- Related training or experience in the field of education or a library would be a definite asset.

### **Required Skills and Abilities:**

- Ability to work as a collaborative team player
- Ability to work independently with minimum supervision
- Superior organizational skills
- Knowledge of computers and software including circulation and cataloguing
- Keyboarding accuracy
- Strong interpersonal and communication skills, both verbal and written
- Ability to display initiative and be adaptability to change
- Ability to prioritize multiple demands and manage time
- Ability to present a professional attitude and appearance
- Ability to maintain strict confidentiality relative to school division operations

### **Supervision of Other Staff:**

This position does not involve the supervision of other staff.

### **Duties and Responsibilities:**

Without restricting the generality of the purpose above, the Library Clerk shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Issue and receive library books and other materials
- Re-shelve books and other library materials
- Perform clerical activities such as manual and electronic filing, word processing and occasional typing
- Maintain journal subscriptions
- Assist library users in accessing basic library materials
- Process and maintain journals, magazines, and newspaper subscriptions.
- Prepare displays.
- Assist students and staff with computer terminals.
- Perform all duties associated with circulation including mailing of overdue notices, checking-in and checking-out of materials, correcting and updating computer databases, reserving materials, and booking and obtaining media equipment for staff and students.

- Assist with the supervision of student volunteers.
- Laminate, repair, and process materials as required.
- Assist in the development and maintenance of the Learning Resource Centre as an attractive and organized facility.
- Assist library users in accessing basic library materials and making interlibrary loans.
- Be knowledgeable and supportive of applicable Operational policies and procedures
- Be willing to engage in life-long learning with respect to training and professional development.
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public
- Attend meetings as requested
- Other duties as assigned by the Principal of the school

**Judgment, Independence and Client/Peer Contact:**

**Confidentiality**

At no time should a Library Clerk discuss, in public, information pertaining to a student. A Library Clerk is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

**Independence**

The employee is expected to work independently and as a team member of the School-based staff.

**Client/Peer Contact**

This position involves working collegially with other support staff, teachers, and school-based administration on a daily basis in support of the goals of the school.

**Responsibility for Quality of Assigned Work:**

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor and is expected to seek clarification and direction on any matters of concern.

**Salary Grid: Library Clerk**

The salary grid for the Library Clerk is tied to the following grid:

**CUPE Local 4875  
Non-Unionized Administrative Guidelines**

<b>Approved By:</b>	Dean Biesenthal, Supt of Human Resources
<b>Date Approved:</b>	May 2011
<b>Reviewed:</b>	