

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE:	Library Clerk	DATE:	February 1998
		REVISED:	October 2014
PAY GRADE:		LOCATION:	Secondary Schools

SUMMARY: Performs a variety of routine clerical duties related to the administration and operation of a Secondary School Library.

DUTIES:

1. Assists in the circulation process of library materials, resources and audio visual equipment. Maintains patron and title files. Issues material; inspects material upon return; verifies due date and computes and handles overdue fines. Contacts staff or students regarding overdues. Processes resources, sorts and returns resources to shelves; examines material on shelves and/or storage to verify accuracy of placement.
2. Assists staff and students to research, select and retrieve print and non-print materials.
3. Books classes and takes student attendance.
4. Oversees the work of students in the library aid program, work experience students and volunteers.
5. Assists in the supervision of students attending the library.
6. Operates a computer (using a wide variety of software and web-based computer programs) in connection with the operation and administration of the library including: database changes and updates: accounts; purchases; utilization of online research tools; web site maintenance; data entry.
7. Performs a variety of clerical tasks, such as typing of correspondence, reports, records and lesson aids, sets up and maintains files; collects money; handles telephone and mail; keeps track of outstanding orders; checks, verifies and handles incoming new materials.
8. Laminates materials for teachers.
9. Provides assistance in the general office as required.
10. Operates and troubleshoots minor problems with equipment such as photocopiers, laminators and audio visual equipment.

11. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 with course emphasis on business practices and procedures plus six (6) months training and experience in a library setting.
2. Proficiency with office equipment, personal computers, and a variety of software packages including word processing, spreadsheets and database applications with keyboard skills at a minimum of 40 net wpm with a high degree of accuracy.
3. Familiarity with online library resources and research tools.
4. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, outside agencies and visitors.
5. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
6. Sufficient physical strength and health to perform the duties of the job, including lifting, bending and stooping.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	