

TITLE: DISTRICT LIBRARY RESOURCE CLERK
SECTION: Learning Services
REPORTS TO: Director of Instruction – Learning Services

221

SUMMARY

Under the general supervision of the Director of Instruction, Learning or delegate and Aboriginal Education Department delegate, supports the operation of the NLPS District Resource Collections through the maintenance of library resources and records, and provides general clerical and technical support.

DUTIES

1. Maintains a library automation system in accordance with recognized library procedures.
 2. Receives, processes, locates and circulates library materials.
 3. Responds to telephone and in-person inquiries, directing calls, relaying messages, and answering general queries, receives, distributes and dispatches mail and resource materials.
 4. Assists with workshop and in-service planning, preparation of materials, displays, scheduling, registration and circulation of workshop resources, may assist in setup of workshops at various sites.
 5. Tracks and maintains accurate library/resources expenditures.
 6. Produces and composes a variety of documents including correspondence, book orders, supply orders, requisitions, forms, lists and reports. Inventories collections. Prepares displays.
 7. Performs various clerical tasks such as photocopying, collating, stapling, filing and laminating.
 8. Provides technical and application support to teacher-librarians, school staff and students and assists the teacher-librarian with the training of volunteers and on a periodic basis provides direction and supervision of students and volunteers.
 9. Researches and locates information for library books/materials through the Internet.
 10. Repairs library materials and performs other basic maintenance on library equipment.
 11. May be required to provide services at more than one location within the district.
 12. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or equivalent.
- Secretarial certificate including basic bookkeeping courses, and six months related experience or an equivalent combination of training and experience.
- Knowledge of basic library procedures.
- Working knowledge of word processing and data processing using Microsoft products in a Windows environment.
- Minimum keyboarding speed of 50 cwpm.
- Excellent organizational skills, interpersonal and communication skills.
- Excellent grammar, spelling and punctuation skills.
- Ability to operate standard office and technical equipment.
- Ability to maintain the confidentiality of sensitive information seen and heard.
- Ability to work with minimum supervision and to work effectively under pressure within deadlines.
- Valid BC Class 5 Driver's License.