

**TITLE:** LIBRARY CLERK  
**SECTION:** Learning Resources  
**REPORTS TO:** Assistant Superintendent of Educational Programs

099/073

## **SUMMARY**

Under the general supervision of the Assistant Superintendent of Educational Programs and direction from the Senior Library Technician, supports the operation of school libraries through the maintenance of library resources and records, and provides general clerical and technical support to Teacher-Librarians.

## **DUTIES**

1. Maintains a library automation system in accordance with recognized library procedures.
2. Receives, processes, locates and circulates library materials.
3. Tracks and maintains accurate library expenditures.
4. Produces and composes a variety of documents including correspondence, book orders, supply orders, requisitions, forms, lists and reports. Inventories collections. Prepares displays.
5. Performs various clerical tasks such as photocopying, collating, stapling, filing and laminating.
6. 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.
7. Researches and locates information for library books/materials through the Internet.
8. Repairs library materials and performs other basic maintenance on library equipment.
9. May be required to provide services at more than one location within the district.
10. May on occasion be required to perform other related duties as assigned.

## **QUALIFICATIONS**

- High school graduation or the 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 and 140 cspm.
- Valid BC Class 5 Driver's License
- Good interpersonal and communication skills.
- Excellent organizational skills.
- Ability to operate standard office and audio/visual equipment.
- Ability to maintain the confidentiality of sensitive information seen and heard.
- Ability to work with minimal supervision and to work effectively under pressure within deadlines.
- Good grammar, spelling and punctuation skills.

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*JE: August 1990/ 1992.01.28*

*1994.12.01/1995.06.06/2001.06.21/10.10.2001/2002/05/24*

*School District 68 (Nanaimo-Ladysmith)*