

TITLE: SENIOR BOOKING & DISTRIBUTION CLERK
SECTION: District Resource Centre
REPORTS TO: Administrative Officer Responsible for the DRC

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SUMMARY

Under the general direction of the Administrative Officer responsible for the DRC or designate, administers and processes learning resource material loans from an extensive and varied learning resource collection. Provides recommendations to DRC users regarding the selection of appropriate learning material. Performs minor maintenance and repair of learning resource materials and equipment.

DUTIES

1. Supervises staff, monitors procedures and learning resource reservation system, trains new department staff and system users, initiates work orders, prepares and/or recommends budget requests. Assists with policy and reservation system development as required.
 2. Based on general enquiries, from teachers, resource teachers, Learn @ Home parents and other authorized public entities makes specific recommendations for appropriate subject and grade level learning resource material.
 3. Orders and receives learning resources for District learning resource collections.
 4. Maintains financial records; orders, receives and verifies department expenditures and records the return of material and initiates action on overdue items.
 5. Receives, records and processes requests from the District and outside agencies for use of audio-visual materials and equipment, utilizing a computer and appropriate software.
 6. Fills requests by retrieving and packaging materials for distribution including pick-up by District courier.
 7. Checks for proper operation of equipment, checks material with inspection equipment and makes minor repairs as required. Directs major repairs of equipment to Maintenance Department and recommends material repairs of a major nature.
 8. Liaises with District and school staff and outside suppliers regarding automated booking program needs.
 9. Assists users in the operation of audio-visual equipment, including digital cameras, scanners, VCR's and the selection of resource material.
 10. Provides reception for teachers, student teachers, couriers, publishers, District personnel, visitors and community.
 11. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent.
 - Certificate in Applied Business and a minimum of two years related experience or an equivalent combination of training and experience.
 - Working knowledge of word processing and data processing using Microsoft products in a Windows environment.
 - Minimum keyboarding speeds of 50 cwpm and 140 cspm
 - Ability to operate audio-visual equipment and standard office equipment, including a personal computer.
 - Ability to keep accurate records and to work independently with speed and accuracy.
 - Ability to maintain the confidentiality of sensitive information seen and heard.
 - Physical capability to perform the job duties.
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