



LIBRARY CLERK

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the Associate Superintendent, with some guidance and direction from the District Librarian, the Library Clerk supports the operation of school libraries through the maintenance of library resources and records and provides clerical support to teacher librarians. This position requires frequent travel between the schools and the Education Centre.

SPECIFIC RESPONSIBILITIES

- Maintains a library automation system in accordance with recognized library procedures.
- Responding to telephone and in-person inquiries, directing calls, relaying messages, answering general queries, and receiving, distributing, and dispatching mail and resource materials.
- Catalogues and processes materials for school libraries at the Education Centre and at specific schools using the library management system.
- Receives, processes, locates and circulates library materials.
- Performs clerical duties to support teacher librarians and the library program.
- Performs various clerical tasks such as photocopying, collating, stapling, filing, and laminating.
- Produces and composes a variety of documents including correspondence, book orders, supply orders, requisitions, forms, lists and reports.
- Repairs library materials and performs other basic maintenance on library equipment.
- Provides services at more than one location within the district.
- Assists with displays by pulling seasonal books.
- Other related duties as assigned.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- One-year diploma or certificate program (approximately 700 to 1100 hours of instruction) at a recognized post-secondary institution in an administrative assistant/bookkeeping program or an equivalent combination of education and experience.
- 1 year of recent clerical/administrative experience in an elementary, secondary, or middle school office environment.
- Successful completion of a Library Technician program is preferred.
- Minimum proven typing speed of 45 wpm, with advanced word-processing skills, and intermediate proficiency in the use of Word, Excel and relevant database software applications.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Demonstrated proficiency in both oral and written communication including the ability to compose routine business correspondence.
- Sound knowledge of the applicable rules, regulations, policies, and procedures which govern basic library procedures.
- Ability to establish and maintain positive working relationships with all school district staff and outside contacts.
- Ability to work independently with a minimum of supervision.
- Strong teamwork skills with the ability to work harmoniously and cooperatively within the team.
- Demonstrated ability to exercise initiative and judgment while working within prescribed procedures and processes.
- Excellent organizational skills with the ability to anticipate and prioritize job-related duties and to follow through and accurately complete tasks in a timely fashion.
- Superior communication and customer service skills including a demonstrated ability to exercise tact and diplomacy.
- Ability to maintain a high level of confidentiality.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- One-year diploma or certificate program (approximately 700 to 1100 hours of instruction) at a recognized post-secondary institution in an administrative assistant/bookkeeping program or an equivalent combination of education and experience.
- Valid BC Driver's License and reliable transportation for travel between schools.
- A clear Criminal Record Check to be updated every five years.

RELATIONSHIPS

- Frequent collaboration with the District Librarian, Teacher Librarians, school staff and may interact with students and volunteers.
- Liaises and works in cooperation with other members within the clerical function.
- Frequent interaction with other school district employees as required.

REPORTING STRUCTURE

- Reports to the Associate Superintendent, District Librarian and Assistant Secretary-Treasurer.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Library Clerk and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.