



**School District #54 (Bulkley Valley)**  
**JOB DESCRIPTION**

**CLERICAL – LIBRARY CLERK**  
Location: Schools

**SUMMARY:**

Reporting to the School Principal, the Library Clerk assists the Teacher Librarian with the day-to-day operations of the library.

**DUTIES**

- Performs a variety of clerical duties related to cataloguing, processing, repairing and shelving of library resources
- Assists students/teachers in locating desired resources
- Assists with the distribution of textbooks, where applicable
- Tracks overdue resources and/or textbooks and maintains student accounts
- Assists with the maintenance of the inventory control systems
- Answers inquiries and provides assistance to staff, students and the public
- Ensures library equipment is in good working order and coordinates repairs with the appropriate departments
- Assists with student supervision in the library
- Assists at school book sales and in setting up library displays
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member to manage the total library workload and develop and streamline procedures
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

**QUALIFICATIONS:**

- Completion of Grade 12 (Dogwood Certificate)
- Minimum of six months office experience, preferably in a school/library environment
- Demonstrated working knowledge of computer applications and software relevant to the library (i.e. Insignia)
- Keyboarding of at least 50 words per minute
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Physical ability to perform the required duties

**N.B.** This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:

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CUPE Job Description Committee

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CUPE Job Description Committee

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Secretary Treasurer