



School District #54 (Bulkley Valley)
JOB DESCRIPTION
CLERICAL – LIBRARY CLERK II

SUMMARY:

Reporting to the School Principal, the Library Clerk II 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/staff in locating resources and equipment
- Assists with receiving, processing and distribution of textbooks
- Tracks overdue resources and/or textbooks, collects fees for lost or damages resources and maintains student accounts
- Receives and processes new resources, removes and discards resources under Teacher-Librarian direction
- Assists with inventory of library and textbook data base
- Ensures library equipment is clean and in good working order, troubleshoot problems and coordinates repairs with the appropriate departments
- Assists with student supervision in the library
- Assists in setting up library displays
- Communicates effectively using courtesy, tact and discretion with school staff, students and the public 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)
- Completion of a Community Librarian Certificate and/or a combination of relevant training and experience
- Minimum of one year's 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:

CUPE Job Description Committee

CUPE Job Description Committee

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