

Job Description - Library Clerk (Contract)

Position: Library Clerk

Reports To: CEO/Librarian

Purpose:

Reporting to the (CEO) Chief Executive Officer/Librarian, the Library Clerk is responsible to assist with the day-to-day functions of the circulation desk and tech area.

Duties and Responsibilities:

1. Circulation desk duties including: providing information about the library and its services, creating and editing memberships, providing reference information, reader's advisory service and assistance locating materials, handling cash, debit transactions.
2. Performs all duties related to Overdue procedures.
3. Performs all duties related to Interlibrary Loan procedures.
4. Assists with cataloguing and processing of library materials and with receiving and unpacking library materials. Mend library materials.
5. Shelve, shelf read and shift materials.
6. Assists Library Users with the public access computers and/or mobile devices.
7. Assists in Tech Area with printing, copying, faxing and scanning.
8. Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Privacy Act.
9. Other duties as assigned.

Supervision:

This position does not have any supervisory responsibilities.

Working Relationships:

Internal: Manager and colleagues

External: General Public
Volunteers

Skills and Competencies:

- Excellent customer service and interpersonal skills
- Basic computer skills
- Strong organizational and multi-tasking ability
- Visual and mental concentration to perform tasks
- Works as a team player, contributes to the overall success of the library
- Ability to work autonomously or cooperatively in a team environment
- Self-directed with ability to work independently
- Strong attention to detail
- Ability to prioritize tasks
- Time management skills

Knowledge, Training and Qualifications:

- High school diploma and/or equivalent experience.
- Knowledge of library services considered an asset.
- Prior experience with any Integrated Library system considered an asset.
- Valid Class G driver license.

Working Conditions:

Typical climate-controlled office environment with occasional travel to other Township buildings and other libraries. Work activities require visual and mental concentration for intermediate durations of time. Office hours, Tuesday through Saturday. Occasional lifting and carrying of items weighing more than 20 lbs (i.e. boxes of books and office supplies). Occasionally stressful when serving the public and stakeholders: may be exposed to conflict and emotionally charged situations.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

CEO/Librarian

Date