

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

CLERICAL – LIBRARY ASSISTANT

Rate of Pay: **Band #4**

Location: **Schools**

SUMMARY

- Performs duties related to circulation, reference material, and routine clerical work in the school library where a teacher librarian is assigned.

DUTIES & RESPONSIBILITIES

- performs a variety of clerical duties such as, typing book orders, cataloguing new books, periodicals, audio visual materials, picture and pamphlet files and entering them into the library computer system, with direction from the teacher/librarian
- assists students/teachers in locating desired materials
- monitors overdue materials
- receives and unpacks deliveries, shelves products and conducts inventory
- supports in the preparation of materials by sorting, processing, repairing and shelving
- answers inquiries and provides assistance to staff, students and the public
- enters students in the computer and assigns I.D. numbers if required
- maintains the operation and coordinates the usage of classroom support equipment
- supports teachers with student supervision in the library
- assists with the ordering of supplies for the library
- assists at school book fairs
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- Community Librarian Certificate
- BC Driver's License - Class 5 with an exemplary driving record as demonstrated by a current driver's abstract

EXPERIENCE

- one year of current relevant office experience, preferably in a school environment
- WHMIS Certificate and familiarity with Work Safe BC (WCB) safety procedures

SKILLS & ABILITIES

- ability to use computer software programs, specifically relevant to the library (i.e. Eloquent Librarian)
- ability to work with interruptions
- ability to use courtesy and tact in explaining, exchanging data or information
- ability to use judgement to select which methods are applicable in any given situation
- ability to interact with students in an effective manner
- physical capability to perform the job 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.