

LIBRARY CLERK

PURPOSE:

This position performs a variety of library related duties. This position is typically the sole staff member in the resource centre. Working in cooperation with administration and teaching staff, as well as other library staff, this position oversees the day-to-day operation of the resource centre to ensure a well-organized and accessible library collection.

This position reports directly to the Principal and indirectly to the Superintendent of Schools.

DUTIES AND RESPONSIBILITIES:

- ⇒ Perform daily circulation duties, maintain shelves and materials in proper order, and ensure work areas are neat.
- ⇒ Perform routine clerical and support functions.
- ⇒ Compile and print overdue letters to staff and students.
- ⇒ Process library resources and materials received.
- ⇒ Perform cataloguing services, ensuring consistency and accuracy of the cataloguing of print and audio visual materials.
- ⇒ Input, edit and maintain cataloguing information in the library database and perform an annual computer based inventory of all resources in the automated database.
- ⇒ Perform or assist with the acquisition of library resources and inform staff and students of newly acquired resources.
- ⇒ Assist teachers and students in the location, use, and gathering of resource centre materials and with library research skills.
- ⇒ Collaborate with other library staff to share best practices to maintain the integrity of library services and systems
- ⇒ Assist in the supervision of students and volunteers in the resource centre.
- ⇒ Prepare displays of interest for staff and students on a seasonal, thematic, or project basis.
- ⇒ Assist with weeding of materials from the resource centre using appropriate methods and prepare weeded materials for sale or recycling.
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 coupled with the equivalent of 240 hours of technical training related to Cataloguing from an approved Library Program.

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ General knowledge in the operation and basic maintenance of automated library systems.
- ⇒ Working knowledge of current technology and software associated with the duties and responsibilities of this position.
- ⇒ Ability to apply the Dewey decimal classification systems and Sears subject heading schemes.
- ⇒ Ability to establish and maintain effective working relationships with all staff, students and the public exercising excellent interpersonal and communication skills.
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Ability to maintain accurate records and documentation.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Ability to prioritize multiple demands.
- ⇒ Knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

ADDITIONAL INFORMATION:

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.

CONCLUSION:

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.