

## JOB DESCRIPTION

**Position:** Library Assistant

**Position Summary:** Under the supervision of the Administrator/Teacher Librarian, process and circulate resources, take inventory, perform clerical duties, and supervise students.

### POSITION DUTIES

### RESPONSIBILITIES

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|---|--|
| 1. Process and Circulate Resource Materials | <ul style="list-style-type: none"> <li>• prepare resource materials for circulation including labeling, laminating, taping spines, etc.</li> <li>• maintain resource databases</li> <li>• circulate resources, check, repair, and shelve returned materials</li> <li>• assist students and staff in the selection and location of materials</li> <li>• maintain computer programs by providing backup, database maintenance and updates, installation, etc.</li> </ul>   |
| 2. General Clerical                         | <ul style="list-style-type: none"> <li>• responsible for general clerical duties including preparing purchase orders, receiving and verifying invoices and the delivery of goods</li> <li>• maintain a variety of files and records</li> <li>• receive and receipt monies</li> <li>• prepare materials including correspondence, forms, overdue lists, etc., using a variety of computer programs</li> <li>• communicate with staff, students, and others</li> <li>• respond to inquiries and provide general information</li> <li>• take inventory</li> </ul> |
| 3. Supervise Students                       | <ul style="list-style-type: none"> <li>• explain library procedures to student monitors</li> <li>• monitor students' behaviour</li> </ul>  |
| 4. Communication                            | <ul style="list-style-type: none"> <li>• maintain confidentiality of information</li> </ul>  |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

### **Qualifications, Fitness and Ability**

Completion of Grade 12.

Six months' recent **successful** experience in a school library.

Typing 50 wpm.

Proven ability to operate a computer with word processing, database, spreadsheet and communication applications.

Demonstrated ability to communicate effectively, both orally and in writing with students, employees and the public.

Excellent clerical skills.