

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

CLASSIFICATION DESCRIPTION

LIBRARY CLERK

DEPARTMENT: Library/Learning Commons

JOB SCOPE

Reports to the principal.
Takes direction from the teacher librarian or principal.
Responsible for various clerical functions in the school library/learning commons.
Assists with inquiries from staff and students.
Works without close supervision.
Performs duties of a confidential nature.

MAJOR DUTIES AND RESPONSIBILITIES

Performs general clerical duties pertaining to operation of the library/learning commons, including ordering resources.
Assists teachers and students to locate books, periodicals and resources.
Uses library management program.
Completes regular inventories of library books, textbooks and resources.
Maintains an interesting and pleasant learning environment including the use of displays and bulletin boards.
Ensures bookshelves are in good order.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent), supplemented by courses in office administration.
Courses in library science preferred.
Ability to type accurately at 40 words per minute.
Ability to establish and maintain good working relationships with staff and large numbers of students.
Good interpersonal skills.
Ability to understand and effectively carry out oral and written instructions.
Working knowledge of library procedures, library management systems and classification systems.
Skill in operating standard office equipment, computers (including library management systems) and educational technologies.
Ability to do some book repairs.
Ability to handle large circulation.
One year of recent Library clerk experience.

Revised Feb. 1994
Revised Jun. 2000
Reviewed Apr. 2007
Reviewed Jun. 2010
Revised May 2015
Revised Mar. 2019