

## Library Clerk - Secondary

### Position Description:

This position provides a variety of assistance under the direction of the librarian to support the operation of the library. The position checks materials in and out, processes books and other resource materials, oversees students in the library, supports technology instruction and performs other clerical duties. **A skills assessment may be administered.**

### Minimum Qualifications:

1. High school diploma or equivalent. College coursework preferred. Two years of clerical experience. Library and technology experience is preferred.
2. Demonstrated knowledge of skills and experience in the following areas:
  - o keyboarding skill at 40 wpm, 50 preferred
  - o general clerical procedures
  - o computer skills and experience including Microsoft Word, Excel, and graphic art programs
3. Demonstrated ability to:
  - o attend to detail and follow directions
  - o learn specialized library practices and procedures
  - o maintain accurate records
  - o establish good rapport with students and staff
  - o learn the audiovisual equipment
  - o work effectively under pressure
  - o effectively communication with staff, students and parents
4. Ability to establish and maintain effective working relationships with a variety of people in a multicultural and diverse socio-economic setting

### Performance Responsibilities:

1. Check books in and out; shelve books and periodicals; maintain records of overdue materials; prepare notifications for overdue materials by printing listings for teachers or letters to parents
2. Type a variety of letters, material orders, memos, newsletters and reports from handwritten drafts
3. Assist in operating audiovisual equipment, answer questions of staff concerning equipment operation; may troubleshoot minor equipment problems and request repair as needed
4. Oversee physical condition of books; make minor repairs; assist in rebinding; prepare bindery shipments; may process new materials as directed; receive materials and checks them against purchase orders
5. Provide assistance to staff and students; assist librarian in maintaining an academic atmosphere in the library; locate materials. Assist in providing library skills training to students.
6. May maintain budget records; track current periodicals and issues; follow up if periodicals are not received
7. Maintain accurate filing system of correspondence and forms
8. May collect money, issue receipts for lost or damaged books, contact parents or other schools to ensure materials are returned or paid for
9. Perform end of the year inventory; put books in order; check for damage, discard, track missing books, lists
10. Operate photocopying equipment; laminate materials
11. Maintain bulletin boards and other visual displays
12. Operate computer system for circulation and inventory record keeping; input information, print statistical reports, input and download data as requested
13. Assist in maintaining orderly condition of library; create display materials
14. Assist in training and overseeing of work of student assistants and parent volunteers. Assist in overseeing library use during librarian's absence, assist substitute librarian with procedures.
15. Provide library services while librarian conducts classes; assist in monitoring and managing student behavior in the library
16. Receive and unpack library books and materials and prepare them for circulation; receive, unpack and process computer software and AV materials for classroom use
17. Uphold and assist in enforcing school rules, administrative regulations, and board policy
18. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
19. Requires the use of multiple communication and technology systems, which may include electronic mail, computers, document cameras, smart boards
20. Perform similar, related duties as assigned