



JOB DESCRIPTION

Title: Casual Library Clerk
Status: Casual
Hours: 8 hours per week, and on call as needed
Reports To: Library Manager
NOC: 1451
Revised: April 14, 2021

POSITION SUMMARY:

This casual position typically has two shifts, one weekday evening shift and one Saturday day shift. The clerk will provide on call coverage for other staff. The manager will request shift coverages by email with as much notice as possible. The position will expire annually on December 31.

The clerk is responsible for organizing the library collection mainly through shelving, shelf reading and collection projects. The clerk will provide limited circulation desk procedures.

ESSENTIAL DUTIES/MAJOR RESPONSIBILITIES:

1. Responsible for maintaining the organization of the collection by shelving and shelf reading.
2. Responsible for assisting patrons with the operation of library technology and equipment (ex. public computers, copier machine, internet access, eReaders, projector)
3. Perform basic circulation desk procedures such as checking in and checking out materials, packing material, and assisting patrons with ready-reference questions.

SECONDARY DUTIES:

1. Sanitizing public access computers, telephones, and other high touch surfaces
2. Assist the cataloguer and programs coordinator in special projects
3. Assist interlibrary loans clerk with organizing the packing, delivery and reception of material.

COMMUNICATION: This position involves interaction and communication with a broad range of contacts. Contacts may be library staff, the public or volunteers. Communication will be done by phone, email, in writing and face to face.

INITIATIVE: This position functions with some supervision. Often the clerk must solve problems, make decisions independently and make judgement calls, but must do so in accordance with library policy and procedures.

ACCOUNTABILITY: The quality of work performed by the clerk has an impact on the perception of the library and impacts the ability of patrons to find material.



DESIRED MINIMUM QUALIFICATIONS

Must be at least 14, have excellent technology skills, and comfortable with providing a customer service role. Employment is subject to an acceptable security clearance by the RCMP.

KNOWLEDGE AND SKILLS:

- Some knowledge of internet applications, mobile devices, and searching techniques
- Some knowledge of library resources, services, programs, policies and operating procedures
- Substantial skills in using office computer hardware and software

ABILITY TO:

- Speak, read, and write the English language.
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing to a variety of audiences, including fellow staff and the public.
- Establish and maintain effective relationships and collaborative partnerships with supervisors, fellow staff, and others encountered in the course of work.
- Work individually, or in a self-directed manner and as part of a team.
- Manage your time to maximize your productivity with the hours provided.
- Use discretion in relating to other staff, volunteers, and the general public.

PHYSICAL DEMANDS: The clerk is required to frequently sit and use hands to operate objects, tools or controls; and reach with hands and arms. Position involves walking to the shelves to organize material, lifting and/or moving up to 25 lbs. Vision abilities required include close vision and adjusting focus.

WORK ENVIRONMENT: Work is performed in an office environment. Frequent sitting and extensive computer monitor work and reading printed material is required. Some periods of standing are required while packing material. Work will typically fall within the hours of 9am-7pm Monday to Saturday.

NOTE: The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position. This job description is not an employment agreement between the Vermilion Public Library and the employee and is subject to change as the requirements of the position change.

Approval: _____
Library Manager

Draft: April 14, 2021

Approved: May 26, 2021