



Title: Library Page II
Hours: 3-6 hours per week

Status: Casual
Reports To: Library Manager

NOC: 1451

POSITION SUMMARY:

The clerk is responsible for organizing the library collection primarily through shelving, shelf reading and collection organization projects. The clerk will provide some circulation desk procedures when covering for other staff members.

ESSENTIAL DUTIES/MAJOR RESPONSIBILITIES:

1. Maintain the organization of the collection by shelving, shelf shifting and shelf reading
2. Repairing discs using the repair machine
3. Assisting the cataloguer and circulation clerk with projects as needed
4. Digitizing library material

COMMUNICATION, INITIATIVE & ACCOUNTABILITY: 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. This position functions with 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. The quality of work performed by the clerk has an impact on the perception of the library and impacts the ability to find material.

DESIRED MINIMUM QUALIFICATIONS

At least 14, have excellent technology skills, and be 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 library resources, services, programs, policies and operating procedures
- Substantial skills in using office computer hardware and software
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing to a variety of audiences, including fellow staff and the public.

ABILITIES:

- Speak, read, and write the English language
- Establish and maintain effective relationships with fellow staff,
- 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. There is no work from home eligibility for this position. 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.

Revised: April 6, 2023