



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #C-01

LIBRARY ASSISTANT

Location: All

SUMMARY:

Under the direction of the teacher-librarian, the supervision of the Administrative Officer or designate and the evaluation of the Administrative Officer(s), provides clerical support in school libraries.

DUTIES:

- Receives, records and processes requests for books and materials and monitors overdue materials, sometimes utilizing a personal computer.
- Performs a variety of clerical duties, such as telephone, relaying messages, reception, filing, photocopying, record keeping, inventory and typing documents, purchase orders, book cards, spine labels, lists and correspondence.
- Receives and unpacks deliveries, shelves products, conducts inventory.
- Assists in the preparation of library materials by sorting, processing, repairing and shelving.
- Monitors budget information and prepares month-end statistic reports.
- Assists students and teachers to locate materials.
- Assists with student supervision in the library.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and Workers Compensation Board (WCB) safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Grade 12 education or the equivalent
- Successful completion of the District Clerical test
- Familiarity with library procedures
- Ability to operate standard office equipment

Qualifications Continued:

- Working knowledge of word processing and database management programs on a computer

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:

On behalf of:
School District No. 46 (Sunshine Coast)

Tim Anderson
Secretary-Treasurer

February 7, 1994
Date

On behalf of:
C.U.P.E. Local 801

Celia Fisher
President

February 3, 1994
Date