

LIBRARY CLERK I – TWO CASUAL POSITIONS WILLIAMS LAKE BRANCH LIBRARY

The Cariboo Regional District invites qualified applicants to apply for two casual, on-call positions of Library Clerk I located at the Williams Lake Branch Library. Candidates wishing to apply must be available for on-call a minimum of 20 hours per week including daytime, evenings and weekends; however, guaranteed hours are not available.

SUMMARY: Reporting directly to the Area Librarian, the self-motivated and innovative incumbents will be responsible for library operations and services.

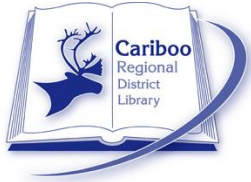
Duties include circulation of library materials and completion of related circulation duties; registering new patrons and updating patron registration records; assisting with information enquiries by accessing print, online and web-based resources; initiating interlibrary loan requests; assisting as necessary with access to the library's computers; and completion of off-desk assigned duties.

The minimum educational qualification for this position is a high school diploma (Grade 12). Post-secondary education will be considered an asset. Applicants should possess demonstrable keyboarding skills, including knowledge of word processing applications. A high degree of familiarity with online resources, strong organizational skills, and a demonstrated ability to work cooperatively and effectively with other staff and to deal pleasantly and tactfully with the public are essential to this position. Previous experience in a public library, and a basic knowledge of public library collection organization, is preferred.

WAGE: The rate of pay for this BCGEU position is \$24.21 per hour with 6% vacation pay, 4.8% statutory holiday pay and \$1.50 per hour in lieu of benefits. A standard probationary period based on the aggregate of hours to reflect 60 working days will apply.

WORK SITE LOCATION: Cariboo Regional District Library Williams Lake Branch is located at Suite A, 180 North 3rd Avenue, Williams Lake, BC.

Qualified candidates wishing to apply and looking for a detailed job description please visit www.cariboord.ca/careers. Applications will be accepted by the undersigned until suitable candidates are found. Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. ***When submitting an application via email, please quote #24-22.***



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We wish to thank all candidates for their interest; however, only those selected for interviews will be contacted.

Bernice Crowe, Manager of Human Resources
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Phone: (250)392-3351
www.cariboord.ca/careers

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**CARIBOO REGIONAL DISTRICT
JOB DESCRIPTION**

Group:		Working Title:	Library Clerk I
Dept.:	Library	Classification Title:	Library Clerk I
Date:	February 20, 1998	Grid Level:	3

PRIMARY FUNCTION:

To circulate, process and distribute library materials

JOB DUTIES AND TASKS:

1. Circulate, process, and distribute library materials:
 - a. respond to inquiries and requests for reference information and library materials including referring requests to appropriate resource as required
 - b. register new patrons on computer system and issue library cards
 - c. maintain and update library collection including organizing and updating library collections
 - d. assist patrons with using the library computer catalogue and photocopier
 - e. process patron loans and returns of library materials
 - f. receive and record moneys for fines, lost items, and photocopying charges
 - g. contact patrons regarding returned or overdue library materials, request and prepare overdue notices
 - h. receive, process, and distribute new library materials
 - i. perform daily count of cards and moneys from fines and photocopier
 - j. maintain and monitor postage and petty cash account
 - k. attend to minor repair of books

2. Other related duties
 - a. sort and deliver incoming mail and prepare outgoing mail
 - b. maintain and order inventory of library supplies
 - c. maintain and update library files and publications
 - d. types correspondence as required

SUPERVISION RECEIVED:

Librarian III (Quesnel/Williams Lake); Library Technician I (100 Mile); Coordinator of Support Services (NO)

SUPERVISION/DIRECTION EXERCISED:

Provide orientation to new employees as required

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Operate and maintain photocopier, fax machine, printer, and computers; maintain and update patron and library collection records.

FINANCIAL RESOURCES:

Receive and record moneys for fines, lost items, and photocopying charges; maintain and monitor postage and petty cash account.

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.