

**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.