



Casual Position - Library Clerk I Cariboo Regional District Library, Quesnel Branch

Applications are hereby invited for a casual position of Library Clerk I in the Quesnel Branch of the Cariboo Regional District Library.

The primary responsibilities include provision of the following services to the public: 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. For further details on how to apply, or for a copy of the job description and full posting, please visit our website at www.cariboord.ca/careers.

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, and a high degree of familiarity with online resources, including the Internet. Strong organizational skills, 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.

This is a BCGEU position. The current rate of pay is \$21.52 per hour. A standard probationary period will apply.

Applications will be accepted by the undersigned until 1:00 pm, February 4, 2019. Applications should be in the form of a résumé with an accompanying letter detailing qualifications and experience relative to the position.

Bernice Crowe, Human Resources Advisor
Cariboo Regional District Library System
Suite D, 180 N. Third Ave.
Williams Lake, BC V2G 2A4
Telephone: 250 392 3351
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We thank all applicants in advance for their submissions; however, only those candidates selected for an interview will receive a response.

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.