

OTONABEE – SOUTH MONAGHAN PUBLIC LIBRARY

Job Description – Part-time Library Clerk – Stewart Hall & Bailieboro Branches

Date: February 2013
Revised: October 2023

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Immediate Supervisor

CEO /Library Assistant 1

Position Supervised

Volunteers

Position Summary

The role of the Library Clerk position is to provide and facilitate library services to the patrons of the Otonabee - South Monaghan Libraries, as required by the policies and procedures as established by the Otonabee - South Monaghan Library Board. The Library Clerk position is at the Stewart Hall and Bailieboro branches. The Library Clerk is responsible for assisting with circulation, shelf reading, public service as well as other duties that may be required. The Library Clerk acts as a public relations officer and promotes the Otonabee – South Monaghan Public Libraries.

Core Duties (Applicable to all staff)

- Open / Close library
- Provide patrons with assistance as required
- Provide patrons with information about the library and its services
- Provide readers' advisory and information services
- Create and edit memberships for new and existing patrons
- Check in, check out material at the circulation desk
- Shelve returned material
- Shelf-read, no overcrowding, shuffle books to make room
- Contact patrons regarding overdue material, holds, etc.
- Shall have knowledge of the library collection and new additions to the collection in any format
- Assist patrons with computers or refers questions to appropriate staff when necessary
- Handle cash
- Perform other duties as required

- **Clerk Duties**
- To provide office support to the CEO and or Library Assistant 1
- Assist with displays

Other Duties

- Recommend materials for the library's collection
- When required sweep, mop and or vacuum floors
- Dust, take out recycling and garbage
- Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information Officer

- Adhere to the Occupational Health and Safety Act and the Library Board's Health and Safety Policy

Working Conditions:

- Adequate workspace, with adequate temperatures, ventilation, and lighting.
- Normal exposure to noise, stress, and disruptions
- Medium work, with occasional lifting/carrying of objects with weights of twenty pounds
- Use of keyboard
- Eye strain
- Scanning/wrist movement (flipping books to be scanned)
- Must possess ability to record, convey and present information, explain procedures, and follow instructions.
- Coordinated movements of fingers/hand; and simple movements of feet/legs and torso, bending and reaching
- Requires some outdoor work such as snow removal and watering of plants
- Must be able to pay close attention to details and concentrate on work

Equipment Use

- Software packages, Insignia library automation system, photocopier, fax machine, personal computer, alarm functions, e-books

Conditions of Employment

- Ability to effectively communicate verbally and in writing; provide excellent customer service; recognise and set priorities; plan, organise, and coordinate work; work effectively in a team setting; display a cooperative attitude and work harmoniously with all levels of employees, volunteers, the public, and other organisations; complete assignments on time; understand and comply with all procedures, policies, and regulations; maintain prompt and regular attendance.
- May be required to work extra hours
- May be required to take Emergency First Aid Certificate
- A satisfactory criminal reference check with vulnerable sector screening is required.
- Possess ability to record, convey and present information, explain procedures, and follow instructions
- Attend all staff meetings
- Must possess a valid driver's license or reliable transportation to and from branch

Qualifications

Minimum Grade 12 diploma or equivalent

Computer and keyboarding skills

Excellent written and verbal communication skills

Excellent interpersonal skills Excellent organizational skills

Excellent customer service skills demonstrating enthusiasm for working with the public

Ability to work as part of a team