

JOB IDENTIFICATION:

Library Clerk

JOB SUMMARY:

Under the supervision of the Principal or teacher librarian, is responsible for the efficient operation of the school library.

DUTIES & RESPONSIBILITIES:

01. Shelves and maintains inventory and circulation of all books, periodicals and other curriculum resource materials.
02. Prepares books for rebinding and discards outdated and obsolete materials.
03. Supervises circulation of and provides routine maintenance to audio-visual equipment such as videocassette recorders, projectors, and video cameras.
04. Assists students with research.
05. Supervises students using library.
06. Performs office procedures including statistical reports, filing, keyboarding.
07. Prepares and organizes displays.
08. Performs data entry to computerised library system.
09. Provides a good role model.
10. Displays excellent communication and interpersonal skills.
11. Maintains safe work practices.

QUALIFICATIONS:

01. Grade 12 or equivalent.
02. Basic computer skills.