

**SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION**

**Position: Library Assistant
Job No: 111**

POSITION SUMMARY: Under the supervision of the principal/teacher librarian, the incumbent will process and circulate resources, take inventory, perform clerical duties and monitor students. Under the supervision of the principal/secretary in-charge, they may perform relief clerical/receptionist and word processing duties.

POSITION DUTIES AND RESPONSIBILITIES:

- Process, prepare and circulate resource materials including labeling, laminating, taping spines, taking inventory, etc.
- Maintain resource database, check, repair and shelve returned materials.
- Assist students and staff in the selection and location of materials.
- Maintain computer programs by providing backup and database reorganization etc.
- Responsible for general clerical duties including preparing purchase orders, receiving and verifying invoices and goods; and maintaining a variety of files and records.
- Receive and receipt monies.
- Prepare materials including correspondence, forms, overdue lists, etc. using a variety of computer programs.
- Communicate with staff, students and others. Respond to inquiries and provide general information.
- Monitor student behavior including explaining library procedures.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12
- Six months of recent successful experience in the secretarial field.
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven computer skills to accurately and efficiently utilize standard office equipment and communication technology, word processing, database management and spreadsheet programs.
- Proven ability to communicate effectively, both orally and in writing, with students, employees and the public.
- Ability to maintain confidentiality.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer, or designate:

Signature:  _____

Date: May 12/2021

Revised May 2021