

TITLE: Library Assistant  
SECTION: As Appointed  
REPORTS TO: Administrative Officer or Delegate

SUMMARY:

Under the general supervision of the Administrative Officer or Delegate, provides clerical, reception and support services to the school library.

DUTIES:

1. Maintains, circulates and processes library material using integrated automated library system and consults with instructional staff regarding library materials and services.
2. Assists students and instructional staff in accessing information.
3. Maintains textbook database using an integrated automated library system and processes textbooks as required. Maintains and updates locker assignments.
4. Provides a variety of related clerical duties including issuing overdue notices, typing correspondence, forms and other documents.
5. Monitors student conduct and interacts when necessary.
6. Performs annual inventory check, follows up overdue notices and locates resource material.
7. Responds to routine inquiries
8. Occasionally provides transient and emergent back-up duties to other secretarial/clerical staff.
9. Operates standard office equipment, including a networked computerized system, photocopier, fax machine, television and VCR and provides first-line maintenance as required.
10. May, on occasion, be required to perform other job-related duties as assigned.

## QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of courses in secretarial training of a duration of up to 12 months
- Supplemented by courses in the area of library technology or may consider equivalent combination of education and recent experience.

Skills - the applicant must have

- Intermediate computer skills.
- A corrected typing or keyboard speed of 50 w.p.m. is required.
- Behaviour management techniques
- Proficiency in written and spoken English

Experience - the applicant must have

- Experience in a clerical position for a period of greater than 3 months.

Other - the applicant must

- Be able to follow established methods but be able to exercise independent judgment when necessary.
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Be able to monitor the users or occupants of the library.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

**JOB EVALUATION**

COVERING

**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**  
(EMPLOYER)

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101****ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	15 - Library Assistant
LOCATION:	School
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

**JOB RATING**

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	3	2	3	3	4	2	1	3	2	2
Total Points	264										

RATING CLASSIFICATION: LEVEL

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