

SMOKY LAKE PUBLIC LIBRARY

POLICY NUMBER: **502**

SUBJECT: **Job Description – Library Clerk**

Reviewed __ August 10, 2016 __ Board Chair __ Tanya Lalonde __

Description

This position, performed under general direction of the Library Manager, includes the daily operation of keeping the library open while the library manager is away. As a front-line service person, the primary duty is patron service.

Skill Level

- Effective personal skills
- Initiative, independence and leadership
- Proficient in Microsoft office programs, ‘windows’ management and Internet
- Grade 12 diploma
- RCMP Criminal Record check with a Vulnerable Persons’ check

Duties

Duties of this position may include any or all of the following:

1. Check library materials in and out
2. Fill patron requests by:
 - a) assisting with in-library shelf searches
 - b) requesting books from another library
3. Take registration of patrons and maintain files accurately
4. Shelve items that have been returned
5. Assist patrons with the operation of office equipment such as patron designated computers, fax machine, photocopier and printer
6. Occasionally supervise and coordinate staff
7. Other related duties as may be required