Hello everyone,

We are looking for a regular to fill a vacant position within the Macdonald Campus Library. Interested staff should submit their CV with a cover letter no later than April 12th 2018 5:00 pm to application.library@mcgill.ca

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POSITION TITLE: Sr Library Clerk – Circulation (PED00018, DD009A, level 009A)
POSITION REFERENCE NUMBER: LR1510
SALARY SCALE: $22.29/hr to $30.75/hr
WORK SCHEDULE: 35 hours/week. Work schedule may involve working during the evening and on the week-end.
REPORTS TO: Head Librarian – Macdonald Campus Library
Additional information: this position is located at the Macdonald Campus Library

POSITION SUMMARY:
Under the direction of the immediate supervisor, performs duties related to the circulation of library materials. Organizes the daily operations of an area. Organizes, distributes and verifies the work of others, and participates in their training. Resolves problems. Provides information concerning library policies and resources. Processes library materials, interlibrary loan requests, and barcoding project. Maintains equipment and supplies in area of responsibility

Major Duties & Responsibilities:
- Processes loan, returns, renewals and holds of library materials. Issues borrowing cards.
- Provides information concerning general library policies, procedures, and the location of library resources. Contacts users concerning matters such as overdue and the arrival of holds. Monitors compliance with library regulations.
- Provides basic reference service, such as demonstrating the routine use of the public catalogue and other finding aids. Assists users in locating library materials by performing simple title, author, subject and keyword searches.
- Locates, collects, sorts and shelves library materials. Conducts inventory, shelf reading, and collection-shifting projects as required. Performs searches for library materials.
- Receives payments and issue receipts. Ensures the printing and mailing of overdue notices. Conducts recalls.
- Retrieves processes and arranges reserve materials.
- Receives interlibrary loan requests. Verifies availability and location of items. Retrieves and prepares items for loan or forwards requests to appropriate institution.
- Organizes daily operation of an area. Organizes, distributes and verifies the work of others, and participates in their training. Resolves problems.

EDUCATION AND EXPERIENCE:
DEP (Secretarial/Office systems)
Three (3) year related experience

OTHER QUALIFYING SKILLS AND/OR ABILITIES:
- Experience working in a client service focused area.
- Physical requirements include moving and lifting weights up to 20 kg, handling dusty and other various types of library materials, shelving and shifting books, bending, walking, and working while standing.
- Excellent oral and written communication skills in English and French.
- Excellent interpersonal skills as well as strong organizational, time management, problem solving, customer service and teamwork abilities.
- Awareness of and ability to coordinate workflow and workload with co-workers.
- Ability to learn quickly, establish priorities and meet deadlines.