Temporary Sr. Library Clerk – Circulation (PED 00018, level 9)

POSITING NUMBER: LP0001
SALARY SCALE: $22.74 to $31.37
WORK SCHEDULE: 35 hours/week (Work schedule may involve working during the evening and on the week-end). This assignment will be at the Schulich Library of Physical Sciences, Life Sciences, and Engineering.
DURATION: until May 31, 2018. Possibility of extension
REPORTS TO: Library Supervisor - Schulich

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 and interlibrary loan requests. Maintains equipment and supplies in area of responsibility

Major Duties & Responsibilities:
• Processes loan, returns, renewals and holds of library materials. Issues borrowing cards.
• Organizes daily operation of an area. Organizes, distributes and verifies the work of others, and participates in their training. Resolves problems.
• Receives payments and issue receipts. Maintains a cash register and prepares deposits. Ensures the printing and mailing of overdue notices. Conducts recalls.
• Receives interlibrary loan requests. Verifies availability and location of items. Retrieves and prepares items for loan or forwards requests to appropriate institution.
• Prepares, verifies and follows up on lists and invoices concerning interlibrary loans, overdue and outstanding fines.
• Retrieves processes and arranges reserve materials.
• 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.

EDUCATION & EXPERIENCE REQUIRED
DEP (Secretarial/Office systems)
Three (3) years related experience

OTHER QUALIFYING SKILLS AND/OR ABILITIES
Experience working in a client service focused environment with a proven ability to deal with people at all levels. Organizational, customer service and teamwork skills, problem solving ability, proven ability to work with automated systems, and a general understanding of a library environment. Physical requirements include moving and lifting weights of up to 20 kgs., handling dusty and other various types of library materials, shelving and shifting books, bending, walking (includes walking between buildings), working while standing. Demonstrated ability to work in a computerized environment. English, spoken and written. French, spoken.