

CARIBOO REGIONAL DISTRICT

JOB DESCRIPTION

Group:
Dept: Library
Date: February 20, 1998

Working Title: Community Librarian II
Classification Title: Community Librarian II
Grid Level: 5

PRIMARY FUNCTION:

To be responsible for community library operations and services.

JOB DUTIES AND TASKS:

1. Responsible for the community library operations and services
 - a. Respond to patron request for information and library materials including referring requests as required.
 - b. Process inter-library loan requests including searching for items, placing holds, sending notices and preparing materials for mailing.
 - c. Register new patrons and explain library services and rules.
 - d. Process patron loans and returns of library materials.
 - e. Contact patrons regarding requested materials and overdue items and fines.
 - f. Maintain and update library collection including organizing collections and selecting materials for acquisition.
 - g. Organize and conduct book sale of weeded books from the library collection.
 - h. Prepared library displays and maintain and update bulletin board of community information and announcements.
 - i. Schedule us of library for meetings and school groups.
 - j. Maintain daily journal and compile monthly reports.
2. Other related duties:
 - a. Pick up, sort and file library mail and prepare outgoing mail.
 - b. Open and close library facility.
 - c. Perform maintenance functions such as library clean up, snow removal and salting ice.
 - d. Maintain and monitor petty cash fund.
 - e. Order supplies as required.

SUPERVISION RECEIVED:

Director of Libraries

SUPERVISION/DIRECTION EXERCISED:

Assign work to community librarian and assistant(s)

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Maintain and update patron and library collection records; operate and maintain various library equipment such as photocopier, fax machine, printer and computer.

FINANCIAL RESOURCES:

Maintain and monitor petty cash fund, order supplies, receive monies for fines, book sales and paper.

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.