CARIBOO REGIONAL DISTRICT

JOB DESCRIPTION

Group:

Working Title: Community Librarian I

Dept.: Library

Classification Title: Community Librarian I

Date: February 20, 1998

Grid Level: 3

PRIMARY FUNCTION:

To assist in the delivery of library services for the community

JOB DUTIES AND TASKS:

1. Assist in the delivery of library services for the community:
   a. provide assistance to patrons with finding library materials and refer information requests as required
   b. prepare and provide library programs for children such as craft classes and reading clubs
   c. process patron loans and returns of library materials
   d. contact patrons regarding requested library materials
   e. prepare overdue notices, book cards and book requests
   f. register new patrons on computer system
   g. maintain and update library collection including organizing and shelving of library materials
   h. recommend selections for the library collection and prepare orders as required
   i. prepare library displays and promotional materials
   j. maintain and update records of library usage

2. Other related duties:
   a. opens and closes library facility as required
   b. sort and distribute incoming mail and prepare outgoing mail
   c. vacuum, dust, sweep and clean the library area
   d. receive and verify deliveries of library materials

SUPERVISION RECEIVED:

Community Librarian II

SUPERVISION/DIRECTION EXERCISED:

Provide orientation to new employees as required

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Maintain and update records of library usage; operate various library equipment such as photocopier, computer, fax machine and printer.

FINANCIAL RESOURCES:

Receive and verify deliveries of library materials

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.