

GRAVENHURST PUBLIC LIBRARY

POSITION DESCRIPTION

Position Title: Library Clerk 2 / Cataloguer (Permanent, Full Time)

Reports to: CEO / Chief Librarian or Designate

POSITION SUMMARY

The Library Clerk 2 / Cataloguer is responsible for cataloguing library materials and maintenance of the online catalogue; circulation and reference desk duties; clerical functions; and providing a high level of customer service to library users.

DUTIES & RESPONSIBILITIES

1. *Cataloguing Library Materials and Maintenance of Online Catalogue (Horizon)* – organizing materials according to highest priority; categorizing and classifying library materials in a variety of formats; considering and applying MARC21, RDA and Dewey Decimal Classification rules when necessary; performing original and copy cataloging and adapting online records according to current guidelines for all collections; ensuring all material can be retrieved conveniently using standardized methods; completing full processing of audio visual materials.
2. *Circulation and Reference Desk* - Circulation of materials, ensuring accuracy; renewing materials; submitting requests to ILL; preparing and packaging materials for the ILL courier; printing hold lists and informing library users about available holds; providing assistance to library users in locating information and/or library materials; delivering reader's advisory; providing bibliographic instruction; determining eligibility of applicants for membership; registering new library users and entering information into Horizon; issuing borrower cards; conducting new patron orientation; renewing and updating memberships; instructing people in the use of library resources and equipment; providing general information and assistance to patrons using the public access terminals; assisting with public access computer applications, wifi and troubleshooting printers etc.; assisting library users with photocopying, faxing and scanning material; familiar with current library policies and procedures; providing statistics and reporting when required; keeping apprised of current local news and community happenings.
3. *Handling Transactions and Clerical Duties* – Handling and balancing of cash drawer, issuing receipts and recording transactions; recording statistics and cash flow; collecting non-resident membership fees; printing of overdue and holds lists etc.; collecting fines and fees for overdue materials and/or replacement costs for damaged or lost items; following up by telephone on overdue accounts; keeping

appraised of current library policies and procedures; following opening and closing procedures including setting the alarm and ensuring security of library facility.

4. *Collection Maintenance* – Preparing new book and other new materials lists; processing materials; repairing damaged material; preparation of discarded materials; shelf reading.
5. *Volunteer Coordinator* – processing and training new volunteers and student placements on various tasks including collection maintenance; and assigning work tasks to volunteers when they are at the library.
6. Carrying out special projects and other duties as assigned by the CEO/Chief Librarian or designate.

2017 HOURS OF WORK/PAY RATE

2017 Annual Salary Range: \$42,169 - \$47,637, 35 hours per week

Start Date: Immediate

Vulnerable Sector (Criminal) Record Check requirement: successful applicants must be prepared to provide a Vulnerable Record Check at their own expense prior to their employment start date with the Gravenhurst Public Library.

SUPERVISION REQUIREMENTS

Positions Supervised Directly: Volunteers and Student Placements

EDUCATION, SKILLS and EXPERIENCE

1. Library and Information Technician Diploma required. Specialization in Cataloguing preferred.
2. 3-5 years of experience cataloguing in an automated public library environment preferred.
3. Demonstrated working knowledge of Horizon Library software systems.
4. High level of familiarity with current cataloguing rules and practices.
5. Excellent working knowledge and experience with technologies and software.
6. Excellent English communication skills, both written and oral.
7. Strong public relations and customer service skills.
8. Skilled at working independently while contributing to the work team.
9. Exceptional ability to successfully multitask in a busy environment.
10. Excellent organizational and time management skills.
11. Proven aptitude for taking initiative.
12. Hold a Valid Ontario Driver's License as use of own vehicle may be required.
13. Ability to work evenings and weekends.
14. Physically able to carry out all aspects of the job.

HEALTH & SAFETY RESPONSIBILITIES:

The Gravenhurst Library Board has adopted health and safety policies established by the Town of Gravenhurst. Library staff members are responsible:

1. To learn, understand and practice standard Town operating procedures.
2. To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations; and the Towns Health and Safety Policies and Procedures.
3. To take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
4. To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative.
5. To report any occupational injury or illness immediately to their supervisor.
6. To use personal protective equipment, where required.
7. To report any contravention of the Occupational Health and Safety Act.

Mandatory Health and Safety/Orientation Training requirement: must be completed prior to the employment start date with the Gravenhurst Public Library.

PHYSICAL/PSYCHOLOGICAL DEMANDS and WORKING CONDITIONS

Environment: Work is conducted in an office environment with some exposure to criticism from the public. Requirement to juggle priorities, meet deadlines, verbally communicate to exchange information; deal with constant interruptions and changing demands during the course of a working day; occasions whereby an extremely short amount of time is available to complete a project or task (regularly); wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily); while maintaining a pleasant, professional and positive demeanour.

Physical: Requirement for sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and a vehicle.

CONTACTS

Incumbent communicates regularly with library staff, municipal staff, and the general public.

REVIEW/APPROVAL

CEO/ Chief Librarian: _____ **Date:** _____

Library Board Chair: _____ **Date:** _____

Affiliation: Non-Union

Job Description Reviewed June 2, 2017