



IDENTIFICATION

| Department | Position Title | |
|-----------------------------------|----------------|--|
| Education, Culture and Employment | Order Clerk | |
| Position Number | Community | Division/Region |
| 71-478 | Hay River | Post-Secondary Education / South Slave |

PURPOSE OF THE POSITION

The Order Clerk is responsible for the purchasing and receiving of books, DVDs, periodicals, and all library and office supplies for Northwest Territories Public Library Services to ensure timely and accurate procurement of library resources to facilitate library rotations, periodical management, and supplies for end users.

SCOPE

Located in Hay River, the Order Clerk reports to the Head of Technical Services, and is responsible for the procurement of library resources for 21 community libraries in the Northwest Territories (NWT), the Interlibrary Loan and the Borrow-by-Mail programs. Purchasing is performed upon the approval of the Head of Technical Services and the Territorial Librarian and must follow all GNWT legislation, policies, procedures and purchasing best practices.

The Order Clerk may be given direction by senior managers to use their discretion to select and purchase materials specific to an area, at a predetermined budget amount based on certain criteria. This position is responsible for the management and coordination of periodical subscriptions for public libraries and is expected to contact public library managers independently as needed. The Order Clerk deals independently with vendors and is required to troubleshoot any issues that may arise.

RESPONSIBILITIES

- 1. Coordinates the purchase of books, DVDs, periodicals, library and office supplies for the NWT Public Library Services Unit and to augment the library collections for the unique needs and interests of the 21 community libraries in the NWT.**



- Receives requisitions/requests for items and/or materials from Library Services staff, and ensure all requests are approved by the Head of Technical Services or Territorial Librarian before purchasing.
- Processes orders following Government of the Northwest Territories (GNWT) procedures established through Procurement and Financial Shared Services, determining appropriate supplier/vendor and using local suppliers/vendors when applicable.
- Follows up with vendors to ensure timely delivery of materials and/or mediating any disputes, notifying the Head of Technical Services of any issues that cannot be resolved.
- Notifies supervisor of the status of any predetermined budgets to prevent overspending.
- Provides fulfilled purchasing order invoicing/documentation and reconcile monthly credit card statements to Administration and Finance Assistant for furtherance to Financial Shared Services.

2. Provides expertise and leads the procurement processes to support the NWT Public Library office, the Interlibrary Loan and the Borrow-by-Mail programs which serve the patrons of NWT Public Libraries.

- Communicates with vendors to order furniture, materials and resources and navigate any supply chain issues as they arise.
- Manages purchasing activities to respect budgets and variance reporting schedules.
- Verifies shipment and signs freight bills for all orders.
- Manages shipments and reconciles contents against invoices or packing slips.
- Processes books and DVDs with appropriate stamps and barcodes to route new materials to distribute to appropriate end users.
- Notifies Head of Technical Services of any issues or cancellations as required.

3. Provides coordination for the renewal of periodical orders for public libraries and tailors the subscriptions to the needs and interests of each community library in the NWT.

- Communicates with all public library managers notifying them of current subscriptions and requesting confirmation of renewal or change order(s) on an annual basis.
- Confirms periodical order changes with public library managers and annually provides them with periodical tracking sheets.
- Processes orders for all periodical subscriptions with vendor(s).
- Follows up with periodical vendors to remedy any issues and notifies supervisor of any issues that cannot be resolved.
- Provides public library managers with assistance using periodical tracking sheets and responds to questions concerning periodicals by library managers.
- On a quarterly basis, collects periodical tracking sheets from library managers to ensure periodicals are received and monitors their use.



4. Processes, shelves, and ships library materials and supplies

- Processes new library resources before they enter circulation which includes double-checking that labels are accurate and affixing them to spine, book cards and book pockets, and attaching book pockets to materials including books and DVDs.
- Sends library materials and library supplies to libraries when required.
- Shelves processed items according to shelf call number onto HQ shelves for use in the Interlibrary Loan, Library Rotation, and Borrow-by-Mail programs.

WORKING CONDITIONS

Physical Demands

Periods of lifting and moving boxes up to 25 pounds.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of office and administrative practices and procedures.
- Knowledge of and ability to use computer information systems, including word processing and publishing programs, Internet, and email applications.
- Knowledge of and/or the ability to acquire and apply knowledge of computerized library systems.
- Knowledge of and/or the ability to acquire and apply knowledge of financial processes for ordering, receiving, and payment of purchased material.
- Knowledge of and/or the ability to acquire and apply knowledge of financial administration and human resources software programs.
- Verbal and written communication skills.
- Organizational, time and task management and priority setting skills, with accuracy and attention to detail.
- Ability to assume responsibility and work independently without direct supervision.



- Ability to understand the impacts that colonization, institutional and structural racism, and biases have had on society, in particular Indigenous people.
- Ability to work cooperatively in team situations including with members from a variety of backgrounds and cultures.
- Ability to build relationships and work directly with people from other communities while incorporating their perspectives in decision-making processes.
- Ability to adapt communication styles to multiple cultural environments.
- Ability to manage time and tasks efficiently and effectively.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Grade 12 diploma and one (1) year of relevant work experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: Select language

- Required
- Preferred