



IDENTIFICATION

Department	Position Title	
Aurora College	Library Clerk	
Position Number	Community	Division/Region
91-16068	Fort Smith	Education and Training / Fort Smith

PURPOSE OF THE POSITION

The Library Clerk is responsible for assisting in and supporting the delivery of library resources and services to Aurora College.

SCOPE

The Library Clerk is located at Thebacha Campus in Fort Smith, and reports to the Chair, Libraries and College Librarian. The position contributes to the effective operation of the College by providing administrative and logistical support in the delivery of College-wide library services to all staff and students. The Library Clerk assists in the maintenance and development of library collections, services and operations for campus, college and external clients, to ensure the research and information- gathering needs of students and faculty are met in an effective and meaningful way. The Library Clerk provides services in accordance with the mission statement, values and principles of the College, and within the context of Aurora College by-laws and policies.

This position is required to work quietly and in an environment quieter than an office environment, in order to maintain a study atmosphere. This includes no music playing at the workstation and no headphones/earbuds as the incumbent must remain alert to the need for user assistance.

RESPONSIBILITIES

1. Supports the development and maintenance of library collections.

- Orders and receives library print and electronic resources, maintains an order database, and interacts with publishers and vendors.

- Online purchasing up to \$5,000 per transaction by corporate credit card.
- Keeps periodicals collections up-to-date and complete in a timely manner and records title changes, publication status, etc.
- Assists the Library Technicians as assigned.
- Processes/labels newly catalogued resources to make them shelf-ready.
- Binds, laminates and repairs resources as required.

2. Supports the administration and operation of the libraries.

- Facilitates the flow and storage of library financial processes and documentation, including spending/purchasing, coding, Multiview entry, etc.
- Completes monthly visa reconciliations for the Chair, Libraries & College Librarian.
- Ensures all relevant back-up for purchases made with visa or a requisition is attached and correct.
- Tracks and pays invoices promptly.
- Maintains inventory and sufficient stock of library and computer lab supplies and initiates timely ordering.
- Prioritizes tasks and problem solves basic library functions with minimal supervision.
- Processes daily mail, including invoices for payment, journal issues for the collection, shipments of books and videos, and other correspondence.
- Compiles statistics and information as required.

3. Participates in providing library services.

- Assists library users to find information and appropriate print, audio-visual and electronic resource materials, and refers requests that are outside the scope of expertise to appropriate library staff.
- Circulates library materials and responds to user queries.
- Troubleshoots computer user problems, re-sets user passwords, etc.
- Ensures access to library services during absences of other library staff.
- Completes other projects/duties as assigned by the Chair, Libraries and College Librarian or designee.

WORKING CONDITIONS

Physical Demands

There are frequent physical demands associated with this position including lifting boxes of books and pushing heavy book carts, bending and stretching to reach shelves.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and/or the ability to acquire and apply knowledge of library and information policies, procedures and methods
- Knowledge of secretarial, administrative, financial and office procedures.
- Skilled in computer/web applications including MS Office, Adobe Acrobat, and internet.
- Skilled in oral and written communication.
- Ability to work accurately with a high level of attention to detail.
- Interpersonal and client service skills.
- Ability to manage time, prioritize and organize personal work routines.
- Ability to work independently and take initiative.
- Ability to work collaboratively; share responsibilities and support colleagues.
- 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:

Grade 12 (High School Diploma) and one (1) year of experience in a related role.

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