



Tłchq Community Services Agency  
Dy Nkē Lant Nāt's'etso • Strong Like Two People

## IDENTIFICATION

Department	Position Title	
Tłchq Community Services Agency	Library Clerk	
Position Number	Community	Division/Region
015548	Behchoko (Rae)	Education/Tłchq

## PURPOSE OF THE POSITION

The Library Clerk is responsible for providing public library services for the school and community where they serve, in accordance with the mission statement, values and principles of the Tłchq Community Services Agency (TCSA), and within the context of TCSA policies, and GNWT through Education, Culture, and Employment. Services are provided to promote literacy support to the school and community, support the research of students and staff, and effectively maintain library and often school resources.

## SCOPE

The Library Clerk is located at Elizabeth Mackenzie Elementary School and reports to the Principal of the school. This position contributes to the school by providing library support, and assistance in the delivery of library services to all staff, students, and community members. The provision of the services has a profound impact on student academic success, as well as on the overall literacy of the community. The library serves as a community support to promote early literacy in both Tłchq and English.

The Library Clerk is 1 of 4 positions within the region, located in the community/school library. The libraries serve the school daytime programming, and the community needs outside school hours. The Library Clerk is responsible for maintaining as part of the territorial library team, over a 1000 items, including school texts, special collections, language resources, and a variety of other media.

The incumbent communicates with others on a regular and ongoing basis and there will be constant interruption and the need to respond to requests for information quickly and effectively. The Library Clerk must be especially adept at listening to and understanding others



from a variety of cultural backgrounds. Accuracy and attention to detail are essential when organizing resources to ensure their accessibility to library users.

## **RESPONSIBILITIES**

### **1. Maintain the library catalogue and resources**

- Process resources for placement on shelf.
- Maintain all library material, equipment, and supplies.
- Coordinate library resources with appropriate partners (ex: other schools, territorial).

### **2. Maintain circulation of library materials**

- Implements circulation policies.
- Track borrowed materials.
- Process and distribute overdue notices, and where applicable charges for missing materials.
- Follows procedures to ensure the return of overdue materials.
- Checks material out to patrons and checks in materials being returned by patrons.
- Track student textbooks, teacher resources, and other signed out school resources.

### **3. Provide library services in response to the information needs of library users.**

- Assist students, staff, and community in using library resources.
- Share in the provision of interlibrary loan services.
- Provides assistance to the public through knowledge of library materials, including books, magazines, audio-visual material and online resources.
- Registers new users and keeps patron files up to date.

### **4. Promote literacy**

- Assist teachers with specific duties assigned such as library support of classroom activities, setting up student centers or displays, and working with students.
- Consult with and provides information and advice for teachers in the identification and selection of library materials for the classroom and school.
- Monitor individual student or user behavior in the library and takes appropriate action to maintain a positive learning environment.
- Host school and community events to promote literacy.
- Organizes and sets up displays and workshops to bring material of interest or of artistic nature to attention of library patrons.

### **5. Perform other related duties as assigned or required as well as routine office procedures.**

- Receive and process daily mail.
- Collaborate with principal to set schedule that includes both school support and community hours.
- Monitors and schedules public computer usage (if available).
- Shift and moves books, special collections, and other media in the stacks, as necessary.
- Supervise students in non-instructional situations (ex: supervision).



- Maintain the library account in good standing by processing invoices, completing reconciliations, and assisting the principal with other financial duties.
- Purchases library supplies and new collections in conjunction with principal.
- Remains informed about all procedures in the NWT Public Library Manual.

6. Performs other duties as required.

## **WORKING CONDITIONS**

### **Physical Demands**

There are physical activities associated with the position including lifting and moving boxes, files, and books. The incumbent will be required to stand over files or work in awkward physical circumstances (ex: kneeling or leaning over files), and may be required to assist moving students and/or their equipment, and/or move furnishings and equipment to accommodate the students they work with.

### **Environmental Conditions**

No unusual environmental conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Some knowledge of school curriculum and resources
- Inclusive schooling philosophies
- Community resources and services
- Interpersonal skills
- Verbal and listening communication skills
- Ability to provide attention to detail with a high level of accuracy
- Organizational skills
- Computer skills including ability to operate Microsoft Office software, and library systems software
- Customer service and relationship building skills
- Ability to learn and adapt
- Ability to maintain confidentiality
- Ability to maintain a high level of accuracy
- Ability to interact with cultural awareness and sensitivity

**Typically, the above qualifications would be attained by:**



Completion of a high school diploma or equivalent is required. Preference will be given to candidates with a Library Technician diploma or certificate, or equivalencies such as a diploma in office management, or administration, or completion of an educational assistant program, and/or two (2) years of experience working in a library setting, preferably in a school or educational setting.

### **ADDITIONAL REQUIREMENTS**

English and is required to have or obtain First Aid Training.

### **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: Tlicho**

- ☐ Required
- ☒ Preferred