



JOB DESCRIPTION

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| Salary Grade: 4 CUPE 1328 |
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Job Title:
Library Technical Services Clerk

PRIMARY FUNCTION

The primary purpose of this job is to maintain and verify the professional library purchasing and payment records, and to search and enter on-line records for acquisitions to the library collection of circulating and reference materials.

MAIN RESPONSIBILITIES

1. Processes cheque and purchase requisitions, and maintain department petty cash by performing the following tasks:
 - receiving invoices (such as renewal subscriptions, Inter-Library Loan charges, or for miscellaneous books)
 - complete cheque requisitions for supervisor's signature
 - forwarding cheque requisition and invoice to accounting department for payment, retaining copies in department files
 - complete purchase requisitions for the direct ordering of books and other major items such as periodicals, on-line services, micro-media fiche subscriptions, furniture items and office supplies, etc. as directed
 - sending purchase requisition to Budget Control and Purchasing, receiving and filing purchase order from Purchasing, and following-up order to completion
 - utilizing work processor to record and track all purchases
 - recording and maintaining \$250 Petty Cash departmental account in Credit Union, writing cheques in payment of small amounts (such as department staff purchase of special books, display items, etc.) as required
 - assisting supervisor to check Department Budget as directed by comparing Budget Control Analysis expenditures with purchase orders and cheque requisitions ensuring items are assigned correctly to Library Services

- preparing memo for transfer of funds for supervisor's signature as directed.
2. Performs duties related to receiving new acquisitions and cataloguing by:
 - receiving requests from librarians to place direct orders with publishers (such as books, government publications, etc.)
 - placing order with publisher by phone or by preparing standard letter
 - searching computerized on-line service for cataloguing information for librarian to prepare all new books for shelving
 - utilizing computer to access completed record, printing copy of required information and inserting in each book for use by Acquisitions Clerk to prepare labels, etc. for shelving.
 3. Assists librarians in reviewing approximately 600 subscription renewals, cancellations and new orders by:
 - receiving and reviewing subscription renewal list from suppliers
 - deleting or adding subscription as directed
 - utilizing word processor to draft standard covering letter to supplier for librarian's signature
 - returning updated renewal list to supplier
 - maintaining and updating records by entering name changes, price increases, new orders, cancellations, etc. on card records.
 4. Performs miscellaneous secretarial/clerical duties by:
 - utilizing word processor to prepare correspondence as directed
 - maintaining general files as required
 - accessing on-line information system as requested by librarians
 - assisting librarians in the preparation of bibliographies by utilizing word processor to prepare listing as requested
 - updating index of vertical file and bibliography listing by utilizing word processor to main records as required.
 5. Processes orders for office supplies and general library supplies (such as book covers, book cards, labels, etc.) by:
 - prepare appropriate purchase requisition for supervisor's signature, forwarding to purchasing department
 - maintaining file (e.g. packing slip, purchase) record of all supplies ordered to ensure completion
 - checking inventory of supplies to maintain adequate level of supplies in the library.
 6. Performs other library clerical duties by:

- assisting in providing back-up on circulation desk during absence of regular staff member as required
- contacting vendor representative when library equipment (such as typewriter←, photocopier, microfiche) require servicing
- assisting in shelf-reading as required to ensure books are in the correct numerical sequence
- assisting in maintaining the orderly appearance of the library by reshelving and replacing books and other items as required
- utilizing photocopier to provide copies of material as requested by library patrons.

7. Performs other duties as assigned or required.

SKILL

- 2 year Community College Library Technician Diploma
- 1-2 years related experience.

EFFORT

- Complexity of the job is in the variety of duties and in ensuring that the correct procedures are followed when performing the duties.
- Planning is required in the timely preparation of Purchase Requisitions, and in maintaining adequate departmental petty cash
- Visual concentration and manual dexterity is required when utilizing computer.

RESPONSIBILITY

- Independence of action in ordering and maintaining general supplies. Accountable for accurately assigning account codes when preparing purchase and cheque requisitions
- Failure to process cheque requisitions promptly would affect good relations with suppliers. Inefficient follow-up on orders would lead to shortage of department supplies and patron dissatisfaction.
- Contacts are with Accounting and Purchasing department staff members in performance of duties, contacts with suppliers to exchange information, contacts with equipment representatives when service is required.

WORKING CONDITIONS

- Noise in immediate area due to three computer printers and photocopier.
- Stress may be experienced when deadline is required. Little control over interruptions.