



## AUGUSTA TOWNSHIP PUBLIC LIBRARY

“Enhancing our community through Learning, Leisure and Literacy”

### Augusta Township Public Library Job Description Library Clerk

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

**Position:** Library Clerk

**Hours:** 10 hours per week

#### **Minimum Qualifications:**

- Secondary school diploma or equivalent
- Good computer and internet skills
- Working knowledge of social media platforms
- Good communication and interpersonal skills
- Good time management and organizational skills
- Vulnerable Sector Check
- Accessibility for Ontarians with Disabilities Act compliant (Training provided)
- AED and basic first aid (Training provided)

#### **Competencies:**

The library Clerk will be evaluated based on the following competencies:

- Accuracy
- Aptitude
- Communication
- Confidentiality
- Creativity
- Customer Service
- Dependability
- Initiative
- Interpersonal Skills
- Knowledge
- Productivity
- Safety
- Stress Management
- Time Management



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**Duties and Responsibilities:**

The Library Clerk will act at all times in accordance with the policies and by-laws of the Augusta Township Public Library Board. Duties and responsibilities of the Library Clerk include:

- Check materials in and out
- Register new patrons
- Maintain patron confidentiality at all times
- Calculate and collect fines, copier costs etc.
- Answer questions related to the collection
- Assist with proper patron use of computers
- Make photocopies and send faxes for patrons
- Assist with requests by the public
- Shelve books and read shelves
- Assist with weeding and deletion of library materials, assist with inventory
- Assist with volunteer supervision
- Ensure the safe operation of the library building and property
- Maintain contemporary knowledge of library practices and update professional skills
- Perform social media updates and maintenance
- Assist with library programming