

## ***JOB DESCRIPTION***

**Position Title** : **PROCESSING CLERK** **Position #: S501 18**  
**Dept/Branch** : **Technical Services**  
**Reports to** : **System Materials Handling Coordinator SMHC**  
**Position Supervises** : **N/A**

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### **I. Position Summary:**

Under the general supervision of the SMHC, the incumbent is responsible for the fast, accurate and efficient processing of library materials. This position requires good manual dexterity and close attention to detail. Incumbents rotate duties as outlined in the job description.

The incumbent exercises some independent judgment and follows established Okanagan Regional Library policies, procedures and practices.

### **II. Accountabilities:**

#### **A. Processing**

Processes library materials in a timely manner, in preparation for use in the branches. Tasks include bar-coding, applying covers, labelling and photocopying materials as required. Including dealing with occasional various anomalies, inserting maps, building sleeve inserts when repackaging items.

Prepares and receives materials for binding. Tasks include producing a computer generated status report, scheduling pick-up/delivery times, and preparing materials to meet deadlines. Verifies binding invoices.

Receives materials for mending. Tasks include repair assessment, and performing minor repairs and relabeling of books and kits.

Withdraws and packs designated library materials as per library procedures. Prepares items for recycling and appropriate disposal. Assists with individual branch weeding trips as required.

Performs repair and maintenance on audio-visual materials. Tasks include assessment, replacing parts, cases, and retrieving missing pieces. Prepares and receives CDs, DVDs and DAISY discs for in-house repair. Programs machine for cleaning/repair of discs. Primarily responsible for maintenance and repair of the cleaning/repair machine.

Monitors supplies for the Processing work unit. Tasks include submitting supply requisitions to the supervisor, verifying packing slips against requisitions, and storing supplies.

Provides input to Supervisor for formulating and implementing improvements to department routines; recommends changes or improvements to department policies and procedures.

Co-ordinates work with other staff in work unit to ensure an efficient workflow and that deadlines are met.

Maintains departmental statistics and forwards them to appropriate person.

Assists the Collection Librarians in the triage of A/V materials by searching the library catalogues for copy and holds information.

Maintains designated department files as required

**B. Telephone/Switchboard**

Answers and directs telephone inquiries in a courteous and efficient manner.

Performs routine administrative duties associated with automated telephone system. Tasks include changing locals and displays; setting up voice mail boxes and orientating new employees to telephone system.

**II Working Conditions**

Works in an open office environment; requires use of computers; has contact with the public, suppliers, and employees throughout the system. Occasionally may be required to travel to branches.

**IV Job Specification**

**a. Education**

Grade 12 or equivalent

**V Other Requirements**

- Good oral and written communication skills.
- Good organizational skills, with the ability to work independently as well as in a team environment
- Aptitude for detailed work.
- Demonstrated manual dexterity.
- Demonstrated ability to accurately file numerically and alphabetically (paper and electronic).
- Ability to communicate with courtesy, tact and interest with staff and all sectors of the public.
- Basic knowledge of the functions in an automated library system.
- Physical ability to routinely handle, boxes of books, loaded book trucks and processing supplies
- Keyboarding speed minimum 40 wpm.

**Drafted by:**

Carla Phillips, Director of Human Resources

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Date:

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**Approved by:**

Don Nettleton, Chief Executive Officer

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Date:

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**INPUT PROVIDED BY:**

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